Chapter 1 Concepts

Overview

Agency
Database

The purposes of the agency database are:

● To provide a central location for establishing and maintaining agency code(s) and record(s) required for processing in AGPS.

● To provide a central location for establishing and maintaining sub-agency code(s) and record(s) (address information) required for processing in AGPS.

● To provide a central location for establishing and maintaining agency default accounting distribution record(s) that may be used for processing in AGPS.

● To provide a central location for establishing and maintaining agency buyer code(s) and record(s) required for processing in AGPS.

● To provide a central location for establishing and maintaining agency special delivery text record(s) that may be used for processing in AGPS.

● To provide a central location for establishing and maintaining record of a document created by an agency for processing in AGPS.

● To provide a central location for establishing and maintaining record of the amount of awards processed by an agency in AGPS.

● To provide a central location for establishing and maintaining record of detail award data for an agency in AGPS.

● To provide a central location for establishing and maintaining grouped agency record data for processing in AGPS.

All processes in AGPS requiring agency information or updating agency information, i.e., award data, etc., will refer to this database to obtain the required data for processing and/or edits.

Terminology   The following terms are used throughout this unit:

Address Line 1. Self explanatory.

Address Line 2. Self explanatory.

Address Type. This term is used to categorize addresses by type - general, solicitation, order and payment.

Agency Account Type. This term is used to identify which accounting distribution is to be defaulted on a requisition or order accounting screen.

Agency Buyer. This term is used to refer to a person identified by code in AGPS as an agency's buyer. This code is maintained using the ABUY transaction.

Agency Commodity History. This term is used to identify a table (AHST) used by AGPS for recording summary purchase data by commodity for an agency. This table is maintained by batch program BO5W.

Agency Contact. This term is used to refer to the person to contact relative a vendor complaint or any other open issue relating to a record with that agency's code.

Agency Contact Phone. Phone of person to contact relative a vendor complaint or any other open issue relating to a record with that agency's code.

Agency Group. This term is used to identify a grouping of specific agencies to be used as a ship-to address of a requisition, order or contract. This table is maintained using the AGRP transaction.

Agency Group Number. This term is used to refer to the number used to identify an agency group.

Agency Header. This term is used to refer to the transaction used to create and maintain an agency record (AGCY).

Agency Name. This term is used to refer to the name assigned to the agency level number.

Agency Notice Of Award. This term is used to refer to a table created to identify an agency's notice of award requirements. This table is maintained using the ANOA transaction.

Agency Number. This term is used to refer to a number assigned to an agency.

Agency Purchase Detail. This term is used to refer to a table used to maintain detail purchase data for an agency. This table is maintained by batch program BO4X and BO4X/BO5X.

Agency Purchase Summary. This term is used to refer to a table used to maintain purchase summary data for an agency. This table is maintained by batch program BO5W.

Agency Requisition Number. This term is used to refer to the number assigned a requisition, order, or contract that is unique to that agency and used by the system for inquiry.

Agency Short Name. Term used to refer to the name assigned at the agency level to be used on reports.

Agency Special Delivery Text. Term used to refer to delivery text for an agency/sub-agency that is used for orders and contracts. This text table is maintained by the ASDT transaction.

Agency Type. Term used to identify the agency as a state agency, central purchasing office, agency purchasing office or political sub-division.

Approval Limit. Term used to identify the dollar limit identified for a specified commodity for an agency. If exceeded, will result in creation of an approval that must be processed before the document will be permitted to proceed to the next level of processing.

Delegated Authority Limit. This term is used to refer the dollar limit identified for an agency for DPA processing. If exceeded, will result in creation of an approval that must be processed before the document will be permitted to proceed to the next level of processing.

Delegated Purchase Authority. This term is used to refer the purchase authority allowed an agency without additional approval beyond that required to establish the authority.

Department Financial. This term is used to refer to the financial system to which the agency is subject to for pre-encumbrance and encumbrance actions.

Department Purchasing Agency. This term is used to refer to the purchasing department responsible for the agency's purchasing functions. It does not refer to State Purchasing.

Executive Department Name. This term is used to refer to the name of the executive department to which the agency must report. The first three characters of the agency number is used to identify the executive department.

Agency Notice of Award (ANOA)

The agency notice of award table is used to establish and maintain an agency's contract notice of award requirements by agency and T-Number. This table is used by BK3A batch process for generation of contract notice of award.

Agency Object Code (AOBJ)

The agency object code table is used to establish and maintain an agency's requirements for approvals to be built based on the object codes identified in this table.

Agency Purchase Detail (ADET)

The agency purchase detail table is used to establish and maintain a detail summary record of an agency's purchases by agency number, fiscal year and order number in AGPS. This table is updated by the BO4X/BO5X batch process.

Agency Purchase Summary (ASUM)

The agency purchase detail table is used to establish and maintain a summary record of an agency's purchases by agency number, fiscal year and purchase document type in AGPS. This table is updated by the BO5W batch process.

Agency Special Delivery Text (ASDT)

The agency special delivery text table is used to establish and maintain an agency's special delivery instructions text for a specified agency/sub-agency in AGPS. This table is used by various batch print programs, i.e., BS4X/A, BO5X/A, etc., for printing special delivery text for ship-to agency/sub-agency identified on a document, requisition, solicitation, order, contract, etc.

Agency Commodity Approval Designation Table (ACAD)

The agency commodity approval designation table is used to establish records for control of commodity purchases in the form of approval limits for a commodity and agency. The ACAD screen will be used for add, maintenance and inquiry of table records.

Chapter 2 Procedures

2.6 Change Agency Special Delivery Text

Overview   The AGPS user is provided the capability to maintain agency special delivery text for a valid and active agency/sub-agency address record. This is accomplished by the use of the ASDT screen.

Inputs   ●   Required agency number

                      ●   Required sub-agency number

                      ●   Required change to special delivery text

Outputs   ●   Updated ASDT Table

**Completing
The Procedure**

Cross-Reference   _____Steps_____

                      1.   Determine the agency/sub-agency for which the user will change agency special delivery text and the required change to text.

                      2.   Change ASDT Table record in AGPS.

AGCY 4: ASDT   a.   If you are not in the ASDT screen, type **ASDT** in the Function Line and press RETURN/ENTER.

                              b.   Type **G (GET)** in the Function Line.

                              c.   Using the TAB key move to Agency Number field and type desired agency number.

                              d.   Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.

                              e.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                              NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error

Cross-Reference   Steps

           conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

   a.   Type **C (CHANGE)** in the Function Line.

   b.   Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

2.7 Delete/Insert Agency Special Delivery Text

Overview   The AGPS user is provided the capability to delete or insert lines of agency special delivery text for a valid and active agency/sub-agency address record. This is accomplished by the use of the ASDT.

Inputs   ● Required agency number

                    ● Required sub-agency number

                    ● Required change to special delivery text

Outputs   ● Updated ASDT Table

**Completing
The Procedure**

Cross-Reference   Steps

                    1. Determine the agency/sub-agency for which the user will change agency special delivery text and the required change to text.

                    2. Delete/insert text lines in ASDT record.

AGCY 4: ASDT   a. If you are not in the ASDT screen, type **ASDT** in the Function Line and press RETURN/ENTER.

                         b. Type **G (GET)** in the Function Line.

                         c. Using the TAB key move to Agency Number field and type desired agency number.

                         d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.

                         e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                    3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

                         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.8 Inquire Agency Special Delivery Text

Overview   The AGPS user is provided the capability to inquire agency special delivery text for an agency/sub-agency address record. This is accomplished by the use of the ASDT screen.

Inputs
- Required agency number
- Required sub-agency number
- Required text action

Outputs
- Display of requested ASDT Table text

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the agency/sub-agency for which the user will inquire agency special delivery text.

2. Inquire ASDT record text in AGPS.

AGCY 4: ASDT

    a. If you are not in the ASDT screen, type **ASDT** in the Function Line and press RETURN/ENTER.

    b. Type **G (GET)** in the Function Line.

    c. Using the TAB key move to Agency Number field and type desired agency number.

    d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.

    e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the requested agency special delivery text should be displayed.

3 ADD/CHANGE AGENCY BUYER RECORDS

3.1 Add Agency Buyer Table

Overview   The AGPS user is provided the capability to add and maintain the agency buyer table. This table is used by AGPS for reference and edits of agency buyer code(s). This is accomplished by use of the ABUY screen.

Inputs
- Required agency number
- Required agency buyer number
- Required buyer name
- Required buying unit

Outputs
- Updated Agency Buyer Table

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the agency's required buyer information for data entry.

   Agency buyer number must be unique in accordance with local policy.

   Buyer name should be the official signature name for the buyer. Nicknames should be avoided.

   Printer ID must be obtained from data processing personnel.

AGCY 4: AGCY   **Agency Number** must be a valid and active agency record in the AGCY Table.

INST 4: BTAB   **Buying Unit** must be a valid entry in the BTAB Table AB (Agency Buying Unit).

2. Add agency buyer data in AGPS.

AGCY 4: ABUY   a.   If you are not in the ABUY screen, type **ABUY** in the Function Line and press RETURN/ENTER.

Cross-Reference   Steps
_____   _____

AGCY 4: AGNM   **AGNM** - This screen is for the inquiry of agencies by agency name. Key(s) is agency name.

AGCY 4: AGRI   **AGRI** - This screen is for the inquiry of agency group records by agency and sub-agency. Key(s) is agency number, sub-agency number and agency group number.

AGCY 4: AHST   **AHST** - This screen is for the inquiry of an agency's cumulative purchase history by agency number and commodity. This table is maintained by the system's batch processes. Key(s) is agency number and commodity number.

AGCY 4: ANOB   **ANOB** - This screen is for the inquiry of agency/sub-agency records by notice of award t-number. Key(s) is t-number, agency number and sub-agency number.

AGCY 4: ASNM   **ASNM** - This screen is for the inquiry of agency/sub-agency records by sub-agency name. Key(s) is sub-agency name, sub-agency number and agency number.

AGCY 4: ASUM   **ASUM** - This screen is for the inquiry of agency's purchase summary by type of purchase. This table is maintained by the system's batch processes. Key(s) is agency number and fiscal year.

Chapter 4 Documents

ASDT   Agency Special Delivery Text

```
ENTER FUNCTION:  .......... TRANS:  ASDT
                                                         DATE:
 AGENCY SPECIAL DELIVERY TEXT TABLE                      TIME:
 KEY IS AGENCY NUMBER AND SUB-AGENCY NUMBER              TERM:

 AGENCY NUMBER......: ...... :
 SUB-AGENCY NUMBER..: ...... :
 STATUS CODE........:        :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

         ---------1---------2---------3---------4
         ..........................................
         ..........................................
         ..........................................
         ..........................................
         ..........................................
         ..........................................
         ..........................................
         ..........................................
         ..........................................
```

Purpose

The purpose of the Agency Special Delivery Text table is to provide the user with the ability to record special delivery instructions for the agency. The text format is free form and can be used as the user desires. This special delivery text will print on all solicitations, orders, contracts, and contract release orders for this agency. Access is granted to those agencies for which the user has security access.

Screen
Characteristics

Add, Change and Inquire Agency Special Delivery Text Table records.

Procedure
Cross-Reference

Chapter 2 Agency Database Maintenance;

2.5 Add Agency Special Delivery Text
2.6 Change Agency Special Delivery Text
2.8 Inquire Agency Special Delivery Text

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key. Required for add. Specifies the agency number for which the special delivery text will be generated or viewed.
Agency Name	35	Protected. Inferred agency name as provided from the AGCY table.
Sub-Agency Number	6	Unprotected. Key. Required for add. Specifies the sub-agency number for which the special delivery text will be generated or viewed.
Sub-Agency Name	40	Protected. Inferred sub-agency name as provided from the AADR table.
Status Code	3	Protected. The status code of the agency as provided from the agency table.
Status Code Title	30	Protected. Inferred interpretation of the status code title from BTAB Table AS (Status Code - Agency).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

> T - Top
> B - Bottom
> U - Page up
> D - Page down
> R - Relative.
> I - Insert
> X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file. Maintained by the system.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

ASD2   **THIS SCREEN NO LONGER AVAILABLE**

```
 ENTER FUNCTION:  .......... TRANS:ASD2
                                                           DATE:
  AGENCY SPECIAL DELIVERY TEXT TABLE  #2                   TIME:
  KEY IS AGENCY NUMBER AND SUB-AGENCY NUMBER               TERM:

  AGENCY NUMBER......:        :
  SUB-AGENCY NUMBER..:        :
  STATUS CODE........:        :
  TEXT ACTION......:   LINE NUMBER:      LINE TOTAL:

  ACT     --------1--------2--------3--------4
  ..
  ..
  ..
  ..
  ..
  ..
  ..
  ..
  ..
```

Purpose   The purpose of the Agency Special Delivery Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Agency Special Delivery Text Table #1 (ASDT). When appropriate action has been indicated, the system will automatically return to ASDT upon depressing enter key to process the indicated action. Exit action can only be accomplished by using action code 'C' (change) or 'E' (end).

Screen Characteristics   Change Agency Special Delivery Text Table records.

Procedure Cross-Reference   Chapter 2 Agency Database Maintenance;

2.7 Delete/Insert Agency Special Delivery Text.

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Protected. Key. Specifies the Agency number for which text will be inserted or deleted.
Agency Name	35	Protected. The first agency name as provided from the AGCY table.
Sub-Agency Number	6	Protected. Key. Specifies the sub-agency number for which text will be changed or deleted.
Sub-Agency Name	40	Protected. The sub-agency name line as provided from the AADR table.
Status Code	3	Protected. The status code of the agency.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table AS (Status Code - Agency).
Scroll Action	1	Protected. The scroll action code carried forward from the ASDT screen.
Line Number	4	Protected. Used with scroll action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the ASDT screen. Any change action will cause the screen to return to ASDT with the appropriate action taken.

2.2 Change Commodity Description Table

Overview   The user is provided the capability to maintain commodity description table text for a valid commodity record. This is accomplished by the use of the CSPC screen.

Inputs
- Required commodity number

- Required change to commodity description text

Outputs
- Updated CSPC Table

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the commodity specification text change requirement.

2. Change CSPC text in AGPS.

COMM 4: CSPC

    a. If you are not in the CSPC screen, type **CSPC** in the Function Line and press RETURN/ENTER.

    b. Type **G (GET)** in the Function Line.

    c. Using the TAB key move to Commodity Number field and type desired commodity number.

    d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

    a. Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

         b.   Using the TAB key move to the desired Text Type field and type the desired text type corresponding to the commodity level. See Section 15, General Text Processing for additional information.

         c.   Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

2.3 Delete/Insert Commodity Description Table

Overview   The AGPS user is provided the capability to delete or insert lines of commodity description text for a valid commodity record. This is accomplished by the use of the CSPC screen.

Inputs   ● Required commodity number

                        ● Required change to commodity description text

Outputs   ● Updated CSPC Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine the commodity for which the user will change commodity description text and the required change to text.

                        2.   Delete/Insert CSPC text lines.

COMM 4: CSPC   a.   If you are not in the CSPC screen, type **CSPC** in the Function Line and press RETURN/ENTER.

                        b.   Type **G (GET)** in the Function Line.

                        c.   Using the TAB key move to Commodity Number field and type desired commodity number.

                        d.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                        3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

                               NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

                        a.   Type **C (CHANGE)** in the Function Line.

                        b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

Cross-Reference   Steps _____

       c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

               X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

               I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

       a.   If inserting text, type **C (CHANGE)** in the function line.

       b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

       c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.4 Inquire Commodity Description Table

Overview   The AGPS user is provided the capability to inquire commodity description text for a commodity record. This is accomplished by the use of the CSPC screen.

Inputs   ●   Required commodity number

Outputs   ●   Display of requested CSPC record text

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the commodity for which the user will inquire commodity description text.

2. Inquire CSPC text record.

COMM 4: CSPC   a. If you are not in the CSPC screen, type **CSPC** in the Function Line and press RETURN/ENTER.

                               b. Type **G (GET)** in the Function Line.

                               c. Using the TAB key move to Commodity Number field and type desired commodity number.

                               d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER.

           NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the requested commodity description text should be displayed.

3 ADD/MAINTAIN COMMODITY KEY WORD RECORDS

3.1 Add Commodity Keyword by Commodity Number Table

Overview   The AGPS user has the capability to identify commodities in AGPS by use of a keyword. This is accomplished by use of CKWD.

Inputs   ●   Required commodity number

                      ●   Required keyword

Outputs   ●   Updated CKWD Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the commodity keyword requirements.

COMM 4: COMM   **Commodity class** must be a valid and active record in COMM Table.

                                Commodity sub-class must be a valid and active record in COMM Table.

                                Commodity item must be a valid and active record in COMM Table.

                      2.   Enter commodity keyword(s) data into AGPS.

COMM 4: CKWD   a.   If you are not in the CKWD screen, type **CKWD** in the Function Line and press RETURN/ENTER.

                                b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

                                c.   Using the TAB key move to Commodity Number field and type desired commodity number.

                                d.   Using the TAB key move to Keyword field(s) and type desired keyword(s).

                      3.   Press RETURN/ENTER.

Chapter 4 Documents

```
ENTER FUNCTION:  ...........  TRANS:  CSPC
                                                        DATE:
 COMMODITY DESCRIPTION TABLE                            TIME:
 KEY IS COMMODITY NUMBER                                TERM:

 COMMODITY NUMBER...: ... .. ......
 MAINTAINING AGENCY.:        :
 STATUS CODE........:        :
 DATE SPEC LAST CHG.:
 COPY DESCRIPTION...: .  FROM COMMODITY NBR: ... .. ......
 TEXT ACTION......: .  LINE NUMBER: 9999 LINE TOTAL:

      TYPE      ---------1---------2---------3---------4
       .       ......................................
       .       ......................................
       .       ......................................
       .       ......................................
       .       ......................................
       .       ......................................
       .       ......................................
```

CSPC   Commodity Description Table

Purpose   The purpose of the Commodity Description Table is to provide the user with the ability to add, change, delete and inquire commodity specifications for commodity numbers. This table is utilized to add descriptions after the commodity number has been created with the COM2 screen. This text will print on solicitations, orders, contracts, and contract release orders for this commodity item unless replaced by a commodity description modification. Security is limited to the commodity maintaining agency.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire Commodity Description Table.

Procedure
Cross-Reference   Chapter 2 Commodity Database Maintenance;

2.1 Add Commodity Description Table
2.2 Change Commodity Description Table
2.3 Delete/Insert Commodity Description Table
2.4 Inquire Commodity Description Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. Specifies the commodity number for which the specification will be generated or viewed.
Maintaining Agency	6	Protected. Specifies the agency responsible for the specification which will be generated or viewed. Obtained from the COMM record.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Status Code	1	Protected. The status code of the commodity number from the COMM table. On an add the status code must be other than active.
Status Code Title	30	Protected. Inferred interpretation of the status code from BTAB Table CS. (Status Code - Commodity).
Date Spec Last Chg	8	Protected. Display of date the text record was lasted update/changed.
Copy Description	1	Unprotected. Used to indicate if this commodity description is to be copied from an existing commodity description. System defaults to 'N'. Must be 'Y' or 'N'.
From Commodity Nbr	11	Unprotected. Used to identify the commodity number from which the commodity description will be copied. Must be input if 'Copy Description' is 'Y'. Must be blank if 'Copy Description' is 'N'.
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative. I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.

Field Completion

Field	Size	Description
<u>Field</u>	<u>Size</u>	<u>Description</u>
Line Total	4	Protected. Indicates the total number of lines associated with this text file. Maintained by the system.
Type	1	Unprotected. Required for add. This is the specification type code. These codes correspond with the level to which the user is describing the commodity number. The valid Type codes are:

A - Class level Specification
B - Sub-Class Specification
C - Item Level Specification
D - Extended Description for Item Level
E - Packing and Shipping Instructions for Item Level
F-Z - User Defined for Item Level

NOTE: The alphabetic sequence of the type codes must be maintained, i.e. 'D' must come before 'E' when adding text lines.

| Text Line | 40 | Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space. |

CSP2　　　THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION:  ........... TRANS:  CSP2
                                                      DATE:
 COMMODITY DESCRIPTION TABLE  #2                      TIME:
 KEY IS COMMODITY NUMBER                              TERM:

 COMMODITY NUMBER...: ... .. ......
 MAINTAINING AGENCY.:        :
 STATUS CODE........:        :
 DATE SPEC LAST CHG.:
 SCROLL ACTION......:   LINE NUMBER:     LINE TOTAL:

 ACT    TYPE       ---------1---------2---------3---------4
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose　　　The purpose of the Commodity Description Table #2 is to provide the user with the ability to insert or delete lines of specification from the Commodity Specification Table #1 (CSPC). Access to this table can only be achieved by leafing from CSPC. When appropriate action has been indicated, the system will automatically return to CSPC upon depressing enter key to process the indicated action. Exit action can only be accomplished by using action code 'C' (change) to return to the CSPC screen, or action code 'E' (end) to exit the system.

Screen Characteristics　　　Delete/Insert Commodity Description Table.

Procedure Cross-Reference　　　Chapter 2 Commodity Database Maintenance;

2.3 Delete/Insert Commodity Description Table.

Chapter 1 Concepts

OVERVIEW

The establishment and maintenance of vendor information is necessary to assure the availability of registered vendors for the competitive bidding process. As a result of the bidding and award processes, bidding activity and award history are maintained for each vendor in order to determine the performance and activity of all vendors. The activity of special vendor groups such as small, minority and woman-owned businesses is also determined in the same manner.

Common Vendor
Table

The purposes of the Common Vendor Table are:

- To create and maintain vendor header records

- To maintain vendor main and remit to address

- To maintain other data common to the Central Accounting System (GFS)

Common vendor table is the reference point for vendor data required for establishing vendors in AGPS and GFS. Additional vendor data for purchasing vendors is maintained on the following tables.

Vendor Header
Table

The purposes of the Vendor Header Table are:

- To maintain vendor reference data records for processing in AGPS

- To establish and maintain vendor business data in AGPS

- To accumulate and maintain vendor performance data in AGPS

- To accumulate and maintain vendor award data in AGPS

Vendor header table is the reference point for additional vendor data required for processing in AGPS.

Vendor Address
Table

The purposes of the Vendor Address Table are:

- To create and maintain vendor address reference data for processing in AGPS

Vendor address table is the reference point for vendor address data required for processing solicitations, orders and contracts in AGPS.

Discussion of Transactions

Common Vendor Table (VENC)

The Common Vendor Table screen is used for establishing a vendor in AGPS and GFS. The VENC transaction will be used to add basic information such as the vendor number, general address, remittance address and some business profile information.

Vendor Header Table (VEND/VEN2)

The Vendor Table screens (VEND) and (VEN2) are used for adding and maintaining additional vendor business data for all AGPS vendors.

Vendor Address Table (VADR)

The Vendor Address Table screen is used for adding and maintaining vendor address record(s) within AGPS. Address records for mailing solicitation and orders are identified by address type code(s). This table is the reference point for all purchasing vendor address requirements for processing in AGPS.

Vendor Award Table (VAWD/VAW2)

The Vendor Award Table screen is used for inquiry of vendor award data. This table is used by various AGPS batch processes for recording and maintaining vendor award data.

Vendor Complaint Table (VCO2/VCO3)

The Vendor Complaint Table screen(s) is used for recording and maintaining complaint action against a vendor for an award action. Data, such as, vendor number, complaint number, order/contract number, complaint code, complaining agency code, etc., is recorded and maintained within this table. This table is the reference point for all complaint activity for a vendor.

Vendor Complaint Resolution Table (VRES)

The Vendor Complaint Resolution Table screen is used for recording and maintaining complaint resolution action for complaints recorded against a vendor for an award action. This table is the reference point for all complaint resolution activity for a vendor complaint.

Vendor Enrollment
Table (VROL) The Vendor Enrollment Table screen is used for recording and maintaining vendor enrollment fee information in AGPS. The net total of all current enrollment fee records is used to update a vendor's fee expiration date for the Office of State Purchasing's bid list.

Vendor Notes
Table
(VNTE) The Vendor Notes Table screen(s) is used for recording and maintaining vendor notes within AGPS. Standard text screen processing functions are used.

7.2 Change Vendor Notes Table

Overview   The AGPS user is provided the capability to maintain vendor notes text for a valid vendor
                      header record. This is accomplished by the use of the VNTE screen.

Inputs   ●   Required vendor number

                      ●   Required change to text

Outputs   ●   Updated VNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the vendor number for which the user will change vendor notes text and
                                the required change to text.

                      2.   Change VNTE record in AGPS.

VNDR 4: VNTE   a.   If you are not in the VNTE screen, type **VNTE** in the Function Line and
                                         press RETURN/ENTER.

                               b.   Type **G (GET)** in the Function Line.

                               c.   Using the TAB key, move to Vendor Number field and type desired
                                         vendor number.

                               d.   Using the TAB key, move to Text Action field and type desired text
                                         action.   See Section 15, Miscellaneous Processing, General Text
                                         Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines.
                                If text is present, the text should be formatted to the screen.

                               NOTE: If an error condition exists, AGPS will display the appropriate error
                                         messages at the bottom of the transaction screen.   Clear the error
                                         conditions identified and press RETURN/ENTER. If no error(s) exists,
                                         AGPS will display 'UPDATE SUCCESSFUL'.

                               a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

           b.   Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

    4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

7.3 Delete/Insert Vendor Notes Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid vendor notes record. This is accomplished by the use of the VNTE screen.

Inputs
- Required vendor number

- Required change to text

Outputs
- Update VNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the vendor number for which the user will delete/insert vendor notes text and the required change to text.

2.   Delete/Insert text lines in VNTE records.

VEND 4: VNTE   a.   If you are not in the VNTE screen, type **VNTE** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

d.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

Cross-Reference   Steps

     c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

         X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

         I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

     a.   If inserting text, type **C (CHANGE)** in the function line.

     b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

     c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

7.4 Inquire Vendor Notes Table

Overview   The AGPS user is provided the capability to inquire text for a vendor notes record. This is accomplished by the use of the VNTE screen.

Inputs   ●   Required vendor number

                      ●   Required text action

Outputs   ●   Display of requested VNTE Table text

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the vendor number for which the user will inquire text.

                      2.   Inquire VNTE record text.

VEND 4: VNTE   a.   If you are not in the VNTE screen, type **VNTE** in the Function Line and press RETURN/ENTER.

                                  b.   Type **G (GET)** in the Function Line.

                                  c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

                                  d.   Using the TAB key, move to Text Action field and type desired text action.   See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER.

                                  NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

8 INQUIRE VENDOR DATABASE RECORDS

8.1 Inquire Vendor Record(s) Data

Overview   The AGPS user is provided the capability to inquire vendor record data in different formats using various keys.

Inputs   ● Required key(s)

                      ● Required vendor database inquiry screen

Outputs   ● Display of requested vendor database inquiry screen data

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the vendor data to be inquired and the text inquiry screen to use.

2.   Inquire vendor database data in AGPS.

      a.   If you are not in the desired screen, type the desired screen identifier in the Function Line and press RETURN/ENTER.

      b.   Using the TAB key, move to the required key field(s) and type desired key(s).

3.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the requested vendor inquiry record should be displayed.

      Screens provided for inquiry of the Vendor Database is as follows.

VEND 4: VAWD   **VAWD** - This screen is for the inquiry of summary purchase order award data by vendor. Key(s) is vendor number and purchase order/contract number.

Cross-Reference	Steps
VEND 4: VAW2	**VAW2** - This screen is for the inquiry of detail purchase order award data by vendor. Table is updated by AGPS batch award processes. Key(s) is vendor number and purchase order/contract number.
VEND 4: VBID	**VBID** - This screen is for the inquiry of summary bid data by vendor. Key(s) is vendor number and bid document number.
VEND 4: VBI2	**VBI2** - This screen is for the inquiry of detail bid data by vendor and bid number. Table is updated by AGPS batch award processes. Key(s) is vendor number and bid document number.
VEND 4: VCOM	**VCOM** - This screen is for the inquiry of summary vendor complaint data by vendor. Key(s) is vendor number and complaint number.
VEND 4: VEN3	**VEN3** - This screen is for the inquiry of summary vendor award and complaint data by vendor. Key(s) is vendor number.
VEND 4: VEN4	**VEN4** - This screen is for the inquiry of summary vendor award and bid response totals by vendor. Key(s) is vendor number.
VEND 4: VENI	**VENI** - This screen is for the inquiry of vendor address(es) by vendor number and suffix. Key(s) is vendor number and suffix.
VEND 4: VENL	**VENL** - This screen is for the inquiry of vendor address(es) by vendor name. Key(s) is vendor name.
VEND 4: VNAM	**VNAM** - This screen is for the inquiry of vendor listing by vendor name. Key(s) is vendor name and vendor number.
VEND 4: VNDR	**VNDR** - This screen is for the inquiry of vendor header and address data by vendor number. Key(s) is vendor number.
VEND 4: VSTA	**VSTA** - This screen is for the inquiry of vendor listing by vendor header status. Key(s) is vendor header status and vendor number.

Chapter 4 Documents

Field Completion

Field	Size	Description
# RFQ Responded	3	Protected. The number of informal Requests For Proposals to which this vendor has responded.
Responsible Agency	6	Protected. The agency number identifying the agency that is responsible for the adding and maintaining this vendor record.
Agency Title	30	Protected. The name of the responsible agency as provided from the Agency database.

VNTE   Vendor Notes Table

```
ENTER FUNCTION: ...........  TRANS:  VNTE
                                                        DATE:
 VENDOR NOTES TABLE : KEY IS VENDOR NUMBER              TIME:
                                                        TERM:
 VENDOR NUMBER......: ......... ..
 VENDOR NAME 1......:
 MAINTAINING AGENCY.:         :
 STATUS CODE........:         :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

         --------1---------2---------3---------4---------5---------6---------7
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
```

Purpose   The purpose of the Vendor Notes table is to provide the user with the ability to record notes about a given vendor. The text format is free form and can be used in any manner that the user desires. Use of this screen would generally be to record information about the vendor in general. Such information would not generally be found in other text areas. VNTE should be considered an electronic note pad. Access is granted to those records for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire VNTE Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

                         7.1 Add Vendor Notes Table
                         7.2 Change Vendor Notes Table
                         7.3 Delete/Insert Vendor Notes Table
                         7.4 Inquire Vendor Notes Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. Specifies the vendor number for which text will be generated or viewed.
Vendor Name 1	30	Protected. The first line of the vendor's name from the VEND table.
Maintaining Agency	6	Protected. The number of the Agency responsible for maintaining this vendor's records.
Agency Title	30	Protected. The interpretation of the agency number from the Agency Table.
Status Code	1	Protected. The status code of the vendor.
Status Code Title	30	Protected. The interpretation of the status code from BTAB table VS (Vendor Status Code).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines of text.
Text Line	70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

VNT2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION: ...........  TRANS:  VNT2
                                                        DATE:
 VENDOR NOTES TABLE  #2 : KEY IS VENDOR NUMBER          TIME:
                                                        TERM:
 VENDOR NUMBER......: ......... ..
 VENDOR NAME 1......:
 MAINTAINING AGENCY.:          :
 STATUS CODE........:          :
 SCROLL ACTION......:    LINE NUMBER:       LINE TOTAL:

 ACT     ---------1---------2---------3---------4---------5---------6---------7
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Vendor Notes Table #2 is to provide the user with the ability to insert or delete lines of text from the Vendor Notes Table #1 (VNTE). Access to this table can only be achieved by leafing from VNTE. When appropriate action has been indicated, the system will automatically return to VNTE upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert VNTE Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

7.3 Delete/Insert Vendor Notes Table.

Chapter 1 Concepts

OVERVIEW

Text Database
Maintenance   The purposes of the Text Database Maintenance are:

- To provide single reference location for text references for AGPS processing

- To facilitate creation of text reference text line records

- To facilitate maintenance of the text reference header and text line records

- To provide a method for viewing text reference and text line records

This database may be used for creation and maintenance of all required text ranging from special specifications text for commodities, text for notice of award print, to terms and conditions text on solicitations, orders and contracts.

Terminology   The following terms are used throughout this unit:

Authorization Code. This term is used to refer to the authorization code that must be entered by the user to update text header status.

Text Action. This term is used to refer to a code used to identify to the text line program the action required for display of text lines on the screen for a GET Function.

T	-	TOP (of page/text line record)
B	-	BOTTOM (of page/text line record)
U	-	UP (move text lines up one page or nine lines of text)
D	-	DOWN (move text lines down one page or nine lines of text)
R	-	RELATIVE (scroll to specific text line referenced in line number)
I	-	INSERT
X	-	DELETE

Text Line. This term is used to refer to a line of free form text entered in the text line table record for a text reference. Text lines are 70 characters in length.

Text Reference. This term is used to refer to a unique code assigned to a text header record upon creation. Text references beginning with an alpha character in first position are for terms and conditions and numeric in first position for specifications.

Text Type. This term is used to refer to a code used to identify the intended use of the text. E.G., IFB - Invitation for Bid, RFP - Request for Proposal, etc.

Key Concepts

Overview   Text information processing is that portion of AGPS which is used for creation and maintenance of all required text from special specifications for commodities to terms and conditions for solicitations, orders and contracts. Standard text can be modified for individual purchase documents without affecting the original text.

Components   The key components of text database maintenance include the text header table used to create and maintain references and the text line table used to create and maintain text line records.

Header Table   The text header table must be added to the text database to start the process. Once the text header is established, text lines may be added changed or deleted. This table contains the basic identifying title, control information, review date and reviewer. The user that maintains the table must be from the agency that is responsible for creating and maintaining the text and have authority to maintain the table and have a valid authorization code in the system.

Line Table   The text line table is used to create and maintain text line records for text references in AGPS. Lines of text can be inserted within or deleted from existing text. The format of the text to be printed is determined by the user with the only restriction being seventy characters in width.

Discussion of Transactions

Text Header Table (TEXT)
The Text Header Table is used for the creation and maintenance of text references within AGPS. Additionally, it reflects the agency responsible for the text and the user/buyer that last reviewed the text record. The record is also activated and inactivated by status code change providing the capability to 'remove' a text reference from use by AGPS.

Text Line Table (TXLN)
The Text Line Table is used for the creation and maintenance of text line records for text references within AGPS. Additionally, it provides the capability to insert lines of text within existing text or deleting lines of text that is no longer required from within existing lines of text.

Text Inquiry Screens
Text inquiry screens are also provided to the user for inquiry of text references by various keys. Inquiry may be made based status, title, etc. Text inquiry screens are as follows.

TLRD - Text by Date Last Reviewed
TTCD - Text by Text Type Code Table
TXMA - Text by Maintaining Agency Number
TXST - Text by Status Code
TXTL - Text by Title

Chapter 2 Procedures

2.2 Change Text Line Table

Overview   The AGPS user is provided the capability to maintain descriptive text for a valid text header
record. TEXT record status must be **4**. This is accomplished by the use of the TXLN screen.

Inputs   ●   Required text reference number

                      ●   Required change to text

Outputs   ●   Updated TXLN Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the text reference for which the user will change text and the required
                                change to text.

                      2.   Change TXLN record in AGPS.

TEXT 4: TXLN   a.   If you are not in the TXLN screen, type **TXLN** in the Function Line and
                                          press RETURN/ENTER.

                                b.   Type **G (GET)** in the Function Line.

                                c.   Using Tab Key, move to Text Ref Number field and type desired text
                                          reference number.

                                d.   Using Tab Key, move to Text Action field and type desired text action.
                                          See Section 15, Miscellaneous Processing, General Text Processing,
                                          Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines.
                                If text is present, the text should be formatted to the screen.

                                NOTE: If an error condition exists, AGPS will display the appropriate error
                                          messages at the bottom of the transaction screen. Clear the error
                                          conditions identified and press RETURN/ENTER. If no error(s) exists,
                                          AGPS will display 'ALL LINES CHANGED'.

                                a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

      b.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

    4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.3 Delete/Insert Text Line Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid text header record. TEXT record status must be **4**. This is accomplished by the use of the TXLN screen.

Inputs
- Required text reference number

- Required change to text

Outputs
- Update TXLN Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the text reference for which the user will change text and the required change to text.

2.   Delete/Insert text lines in TXLN records.

TEXT 4: TXLN   a.   If you are not in the TXLN screen, type **TXLN** in the Function Line and press RETURN/ENTER.

                                  b.   Type **G (GET)** in the Function Line.

                                    c.   Using Tab Key, move to Text Ref Number field and type desired text reference number.

                                    d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

               NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

                                    a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.4 Inquire Text Line Table

Overview   The AGPS user is provided the capability to inquire text for a text reference record. This is accomplished by the use of the TXLN screen.

Inputs   ●   Required text reference number

                    ●   Required text action

Outputs   ●   Display of requested Text Line Table text

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine the text reference for which the user will inquire text.

                    2.   Inquire TXLN record text.

TEXT 4: TXLN   a.   If you are not in the TXLN screen, type **TXLN** in the Function Line and press RETURN/ENTER.

                            b.   Type **G (GET)** in the Function Line.

                            c.   Using Tab Key, move to Text Ref Number field and type desired text reference number.

                            d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                    3.   Press RETURN/ENTER.

                            NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

3 INQUIRE TEXT DATABASE RECORDS

3.1 Inquire Text Header Table

Overview   The AGPS user is provided the capability to inquire text header data in different formats using various keys.

Inputs   ● Required key(s)

                   ● Required text header inquiry screen

Outputs   ● Display of requested text inquiry screen data

**Completing
The Procedure**

Cross-Reference   Steps

                   1.   Determine the text data to be inquired and the text inquiry screen to use.

                   2.   Inquire text header data in AGPS.

                        a.   If you are not in the desired screen, type the desired screen identifier in the Function Line and press RETURN/ENTER.

                        b.   Using Tab Key, move to the required key field(s) and type desired key(s).

                   3.   Press RETURN/ENTER.

                        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the requested text inquiry record should be displayed.

                        Screens provided for inquiry of the Text Database is as follows.

TEXT 4: TLRD   **TLRD** - This screen is for the inquiry of text header records by date last reviewed and text reference. Key(s) is date last reviewed and text reference number.

TEXT 4: TTCD   **TTCD** - This screen is for the inquiry of text header records by text type and text reference. Key(s) is text type and text reference number.

Cross-Reference   Steps
_____   _____

TEXT 4: TXMA   **TXMA** - This screen is for the inquiry of text header records by maintaining agency and text reference. Key(s) is maintaining agency and text reference number.

TEXT 4: TXST   **TXST** - This screen is for the inquiry of text header records by text status and text reference. Key(s) is test status and text reference number.

TEXT 4: TXTL   **TXTL** - This screen is for the inquiry of text header records by text title. Key(s) is test title.

Chapter 4 Documents

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Text Type	3	Unprotected. Key. Required. Must be valid entry in BTAB Table TP (Text Type Code).
Text Type Title	30	Protected. The interpretation of the text type code from BTAB Table TP (Text Type Code).
Text Ref	6	Unprotected. Key. If left blank the system will return with the first text reference number in the database.
Text Title	70	Protected. The title of the text reference number from the TEXT database.

TXLN   Text Line Table

```
ENTER FUNCTION:  ...........  TRANS:  TXLN
                                                         DATE:
 TEXT LINE TABLE                                         TIME:
 KEY IS TEXT REFERENCE NUMBER                            TERM:

 TEXT REF NUMBER....: ......
 TITLE..:
 MAINTAINING AGENCY.:        :
 STATUS CODE........:        :
 TEXT ACTION......: .   LINE NUMBER: ....   LINE TOTAL:

        ---------1---------2---------3---------4---------5---------6---------7
        ....................................................................
        ....................................................................
         ....................................................................
         ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
```

Purpose   The purpose of the Text Line Table is to provide the user with the ability to add and maintain text to be used as special terms and conditions, extended commodity descriptions, specifications, etc. Security for these records is based on the user and the Maintaining Agency of the Text header record.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire Text Line Table.

Procedure
Cross-Reference   Chapter 2 Text Database Maintenance;

                 2.1 Add Text Line Table
                 2.2 Change Text Line Table
                 2.3 Delete/Insert Text Line Table
                 2.4 Inquire Text Line Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Text Ref Number	6	Unprotected. Key. Specifies the Text Reference number that will be added or viewed.
Title	70	Protected. The title of the text reference number from the Text database.
Maintaining Agency	6	Protected. The agency responsible for the maintaining the text as provided from the Text database.
Agency Title	30	Protected. The title of the agency from the Agency database.
Status Code	1	Protected. The status code from the Text database.
Status Title	30	Protected. The interpretation of the status code from BTAB Table TS (Text Status Code).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

> T - Top
> B - Bottom
> U - Page up
> D - Page down
> R - Relative
> I - Insert
> X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	70	Unprotected. Free form text line at the users discretion. A (.) in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the (.) to a space.

TXL2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:  ...........  TRANS:  TXL2
                                                          DATE:
 TEXT LINE TABLE #2                                       TIME:
 KEY IS TEXT REFERENCE NUMBER                             TERM:

 TEXT REF NUMBER....: ......
 TITLE..:
 MAINTAINING AGENCY.:          :
 STATUS CODE........:          :
 SCROLL ACTION......:     LINE NUMBER:       LINE TOTAL:

 ACT    ---------1---------2---------3---------4---------5---------6---------7
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Text Line Table #2 is to provide the user with the ability to insert or
                     delete lines of text from the Text Line Table #1 (TXLN). Access to this table can only be
                     achieved by leafing from TXLN. When appropriate action has been indicated, the system
                     will automatically return to TXLN upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert Text Line Table.

**Procedure
Cross-Reference**   Chapter 2 Text Database Maintenance;

                     2.3 Delete/Insert Text Line Table.

Chapter 1 Concepts

OVERVIEW

This section addresses the entire requisition process. This process is divided into two categories: user and purchasing. The user category includes entering requisitions, entering requisition lines, gaining approvals and obtaining funds. The purchasing category includes buyer review of the requisition, obtaining approvals and preparing the requisition to be attached to a solicitation.

Requisition Header Table

The purposes of the requisition header table are:

- To provide a transaction for recording a purchase requirement in AGPS and titling the requirement

- To provide a process whereby a purchase requirement will be assigned a unique number for identification within AGPS

- To provide identification of the requesting agency

- To provide identification of the purchasing agency

- To provide identification of the ship-to and bill-to agency, etc.

The requisition header table is used to establish and maintain all pertinent agency data required for processing a purchase requirement within AGPS.

Requisition Line Table

The purposes of the requisition line table are:

- To provide a transaction for recording a purchase requirement's commodities in AGPS and maintaining the commodity requirement

- To provide a process whereby a quantity required may be identified

- To provide a process for estimating cost of the purchase requirement

- To provide the capability to establish and maintain commodity bidding requirements, method of evaluation, etc.

The requisition line table is used to establish and maintain all pertinent commodity data required for processing a purchase requirement within AGPS.

Requisition
Approvals

As a requisition is created in AGPS, approvals related to organization, commodities, and objects are automatically created from predetermined approver tables. Additional approvals may be manually added by the requisitioning agency. All approvals must be obtained or cancelled in order that the requisition can proceed to the next step in the requisition process.

Requisition
Shopping

The requisition shopping process provides a process for a user to create all required types of requisitions for processing from a single requisition document. The process is begun by adding a requisition header with a **SHP** document type. The user then leafs to the RSHP screen where they shop for commodities from a commodity listing accessed by commodity description and code. Shopping is done by indicating the commodity to add to the shopping requisition.

Requisition
Status

The requisition status code tells AGPS when to perform a task. The agency or buyer must set the status code in order for AGPS to process the requisition to the next step in the requisition life-cycle. When status codes are changed, AGPS creates a history record for each of the status code changes to show the requisition number, status code, and USERID making the change and date and time the change was made.

Requisition
Pre-Encum-
brance

A requisition may be pre-encumbered before or after approvals are obtained. To initiate the pre-encumbrance, the user need only change the requisition status code. This status code change executes the on-line interface with GFS and creates a pre-encumbrance in GFS for the account code and in the amount identified on each requisition accounting record.

Management

The requisition process provides excellent management tools to determine the status of each purchase requisition and the history of each requisition. The requisition process also facilitates buyer assignment to requisitions, buyer workload management, exception reporting and milestone reporting.

Discussion of Transactions

Requisition Header Table (RQS4/RQS2)

The RQS4 transaction is used to initially add the requisition header and maintain requisitioning agency data. RQS4 is also used for requisition approval processing and pre-encumbrance of the requisition. The RQS2 transaction is for purchasing processing of a requisition. This includes buyer/supervisor review, scheduling, assigning buyer, preparation for solicitation, etc. and processing of any purchasing level approvals.

Requisition Line Table (RLI2/RLI3)

The requisition line is established and maintained by use of RLI2/RLI3. Once the line is added and basic characteristics are established with RLI2 (commodity number, quantity, unit of measure, etc), using RLI3 bid characteristics may be established for the line (price sheet style, bid tabulation type, bid evaluation, etc.).

Requisition Commodity Changes Table (RMOD)

The requisition commodity changes table (RMOD) is used to copy and modify commodity description text for a specific requisition line record. Text may be changed, deleted or inserted. Commodity description text may be retrieved from KMOD/CSPC if item is on contract or CSPC if not on contract.

Requisition Text Tables (RTXT/RTXL)

The requisition text key range table (RTXT) is used to attach specification text from the text database to a requisition. The requisition text line table (RTXL) is used to modify text from the text database for a requisition, or to create new specification text for a commodity.

Requisition Accounting Distribution Table (RACG)

The requisition accounting distribution table is used to record accounting information for the requisition. The accounting information will be entered using the RACG transaction and will include validation edits of those entries and amount. The transaction is prepared for processing to accounting by a status code change to 1 using RACG.

1.7 Change Requisition Notes Table

Overview   The AGPS user is provided the capability to maintain requisition notes text for a valid requisition header record. This is accomplished by the use of the RNTE screen.

Inputs   ●   Required requisition number

                      ●   Required change to text

Outputs   ●   Updated RNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the requisition number for which the user will change notes text and the required change to text.

                      2.   Change RNTE record in AGPS.

RQSN 4: RNTE   a.   If you are not in the RNTE screen, type **RNTE** in the Function Line and press RETURN/ENTER.

                               b.   Type **G (GET)** in the Function Line.

                               c.   Using the TAB key move to Requisition Number field and type desired requisition number.

                               d.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                               NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

                               a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

       b. Using the TAB key move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

     4. Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.8 Delete/Insert Requisition Notes Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid requisition notes record. This is accomplished by the use of the RNTE screen.

Inputs   •   Required requisition number

                          •   Required change to text

Outputs   •   Update RNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                          1.   Determine the requisition number for which the user will delete/insert notes text and the required change to text.

                          2.   Delete/Insert text lines in RNTE records.

RQSN 4: RNTE   a.   If you are not in the RNTE screen, type **RNTE** in the Function Line and press RETURN/ENTER.

                                   b.   Type **G (GET)** in the Function Line.

                                   c.   Using the TAB key move to Requisition Number field and type desired requisition number.

                                   d.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                          3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

                                   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

                                   a.   Type **C (CHANGE)** in the Function Line.

                                   b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

Cross-Reference   Steps

   c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

  4. Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

      X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

      I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

   a. If inserting text, type **C (CHANGE)** in the function line.

   b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

   c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

  5. Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.9 Inquire Requisition Notes Table

Overview   The AGPS user is provided the capability to inquire text for a requisition notes record. This
                      is accomplished by the use of the RNTE screen.

Inputs   ●   Required requisition number

                      ●   Required text action

Outputs   ●   Display of requested RNTE Table text

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the requisition number for which the user will inquire text.

                      2.   Inquire RNTE record text.

RQSN 4: RNTE   a.   If you are not in the RNTE screen, type **RNTE** in the Function Line and
                                              press RETURN/ENTER.

                                  b.   Type **G (GET)** in the Function Line.

                                  c.   Using the TAB key move to Requisition Number field and type desired
                                              requisition number.

                                  d.   Using the TAB key move to Text Action field and type desired text action.
                                              See Section 15, Miscellaneous Processing, General Text Processing,
                                              Chapter 2 for additional information.

                      3.   Press RETURN/ENTER.

                                  NOTE: If an error condition exists, AGPS will display the appropriate error
                                        messages at the bottom of the transaction screen. Clear the error
                                        conditions identified and press RETURN/ENTER. If no error(s) exists,
                                        the text line record should be displayed.

1.10 Attach Requisition Specifications

Overview   The AGPS user is provided the capability to attach additional specifications to a requisition and have the option to print the text on the awarded documents. AGPS provides the capability to attach text from the Text database to a requisition, modify the text for the requisition if necessary, create new text for a requisition, determine the sequence the text will print on the resulting solicitation, and if required, print the text on the award documents. Any modifications made do not update the Text database. The user is also provided the capability to copy requisition text from another requisition.

Text is attached to the requisition by using the reference number from the Text database. This six position field is key to the Text database and contains a number in the first position to designate a general specification. All text attached to the requisition will print on the solicitation. All text that has a "Y" in the print field will print on the award documents. This is accomplished with RTXT and RTXL.

Inputs   ●   Required requisition number

                      ●   Required print indicator (N/Y)

                      ●   Required text references

                      ●   Required changes to text reference text lines

Outputs   ●   Updated RTXT/RTXL Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine requisition specification text requirements and any possible changes to that text.

                                General specifications are used to describe the product or service at the sub-class or item level. Remember, any text references on COM2 in the commodity database will automatically print and should not be duplicated in RTXT. Also, commodity agency text (text referenced on CATX) should not be duplicated in RTXT. Item descriptions are carried in the commodity database as well.

                                Before attaching any text to the requisition, it would be reasonable to select all text references, determine the sequence the text is to be printed, if it is to print on the award documents, and then attach them to the requisition.

Cross-Reference	Steps

RQSN 4: RTXT   **Requisition Number** must be key to a valid and active record in the RQSN Table.

TEST 4: TEXT   **Text Reference** can be key to a valid and active text record in the TEXT Table, or it can be a new text reference number assigned by the user for this requisition only.

2.   Attach text to a requisition in AGPS.

RQSN 4: RTXT   a.   If the user is not in the RTXT screen, type **RTXT** in the Function Line and press RETURN/ENTER.

     b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Data entry fields of the screen should be blanked and **ADD** inserted in the Function Line.

     c.   Using the TAB key, move to Requisition Number field and type desired requisition number.

     d.   Using the TAB key, move to the print field and type N/Y. Will default to "N" if left blank.

     e.   Using the TAB key, move to Text From field and type desired text reference number to identify the text record to be printed.

     f.   Using the TAB key, move to Text To field and type desired text reference number to identify the ending text record to be printed. This would be used only if the text references are in a range, and the entire range is to be printed.

3.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.   Delete attached text references for a requisition in AGPS. The text reference numbers serve as keys therefore they cannot be changed. If the user wishes to change them, they must be deleted and added as another key. The only change allowed on this screen is the print indicator, N/Y.

Cross-Reference   Steps
_____   _____

RQSN 4: RTXT   a.   If the user is not in the RTXT screen, type **RTXT** in the Function Line and press RETURN/ENTER.

                         b.   Type **INQUIRE** in the Function Line.

                         c.   Using the TAB key, move to Requisition Number field and type desired requisition number.

                         d.   Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that requisition.

                         e.   Press RETURN/ENTER. Requested record should be displayed.

                5.   Type DELETE in the Function Line. If all text references are to be deleted, proceed to step 6.

                         a.   Using the TAB key, move to the From Text reference field that is not to be deleted and space out the text reference. If text reference is present on delete, record will be deleted.

                6.   Press RETURN/ENTER.

                         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

                7.   Inquire attached text references for a requisition in AGPS.

RQSN 4: RTXT   a.   If the user is not in the RTXT screen, type **RTXT** in the Function Line and press RETURN/ENTER.

                         b.   Type **INQUIRE** in the Function Line.

                         c.   Using the TAB key, move to Requisition Number field and type desired requisition number.

                         d.   Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that requisition.

Cross-Reference   Steps
_____   _____

8.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error
             messages at the bottom of the transaction screen. Clear the error
             conditions identified and press RETURN/ENTER. If no error(s) exists,
             AGPS will display 'UPDATE SUCCESSFUL'.

9.   Modify/change attached text reference's text for a requisition in AGPS. General
      specifications may be modified for a particular requisition without affecting the
      master record in the Text database. If a permanent change to the text is warranted,
      see Section 5, Text Database Maintenance for instructions on updating text in the
      Text database.

RQSN 4: RTXL

a.   If the user is not in the RTXL screen, type **RTXL** in the Function Line and
      press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using TAB key, move to Requisition Number field and type desired
      requisition number.

d.   Using TAB key, move to From Text Ref field and type desired requisition
      text reference number.

e.   Using TAB key, move to To Text Ref field and delete any existing text
      reference number. This field must be blank.

f.   Using TAB key, move to Copy Text (Y/N) field and type **Y** if requisition
      text is to be copied from another requisition.

g.   Using TAB key, move to From Req # field and enter the requisition
      number that the text is to be copied from.

h.   Using TAB key, move to Text Ref field and type desired text reference
      number from the requisition that the text is to be copied from.

i.   Using TAB key, move to Text Action field and type desired text action.
      See Section 15, Miscellaneous Processing, General Text Processing,
      Chapter 2 for additional information.

10.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines.
      If text is present, the text should be formatted to the screen.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display text for requested requisition number and text reference number.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

NOTE: The first text line should reference the commodity number or requisition line for which the specification applies if it does not apply to the entire requisition.

11.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

12.   Delete/Insert attached text reference's text lines for a requisition in AGPS.

RQSN 4: RTXL   a.   If the user is not in the RTXL screen, type **RTXL** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using TAB key, move to Requisition Number field and type desired requisition number.

d.   Using TAB key, move to From Text Ref field and type desired requisition text reference number.

e.   Using TAB key, move to To Text Ref field and delete any existing text reference number. This field must be blank.

f.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

Cross-Reference   Steps

13.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines.
       If text is present, the text should be formatted to the screen.

       NOTE: If an error condition exists, AGPS will display the appropriate error
              messages at the bottom of the transaction screen. Clear the error
              conditions identified and press RETURN/ENTER. If no error(s) exists,
              AGPS will display text for requested requisition number and text reference
              number.

       a.   Type **C (CHANGE)** in the Function Line.

       b.   Using the TAB key, move to the Text Action field and type **X (to delete)**,
              OR **I (to insert)**.

       c.   Using the TAB key, move to the Line Number field and enter the text
              line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or
              ALL (all lines)) **or**, if inserting text, insert the text line number after which
              text is to be inserted.

14.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error
              messages at the bottom of the transaction screen. Clear the error
              conditions identified and press RETURN/ENTER. If no error(s) exists,
              AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

              X will result in the deletion of the text line numbers specified in the Line
              Number field. If the action was **X**, the text screen will return with all lines
              that were not deleted. If the action was "X ALL", skip to step 4.c. Before
              using the "X ALL" function, please be sure you do not need the text.

              I indicates that the user desires to insert line(s) of text after the line of text
              identified in the Line Number field. If the action was **I**, the text screen
              will return with the line identified in the line number field followed by
              blank (null (.)) lines ready for text to be entered. Remember, the line
              number is the position of the line on the screen, and will be one or more of
              the numbers 1 through 9.

       a.   If inserting text, type **C (CHANGE)** in the function line.

       b.   Using the TAB key, move to the first null (.) line and type desired text. A
              null (.) line cannot exist between text lines, (.) must be spaced out. Skip to
              step 5.

Cross-Reference   Steps

      c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

15.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.5 Change Requisition Line Text

Overview   The AGPS user is provided the capability to maintain requisition line "note" text for a valid requisition line record. This is accomplished by the use of the RLTX screen.

Inputs   ●   Required requisition number

                        ●   Required requisition line number

                        ●   Required change to text

Outputs   ●   Updated RLTX Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine the requisition line number for which the user will change line "note" text and the required change to text.

                        2.   Change RLTX record in AGPS.

RQSN 4: RLTX   a.   If you are not in the RLTX screen, type **RLTX** in the Function Line and press RETURN/ENTER.

                               b.   Type **G (GET)** in the Function Line.

                               c.   Using the TAB key move to Requisition Number field and type desired requisition number.

                               d.   Using the TAB key move to Requisition Line field and type desired requisition line number.

                               e.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                        3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

Cross-Reference   Steps

<div></div>

                       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

              a.   Type **C (CHANGE)** in the Function Line.

              b.   Using the TAB key move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

       4.   Press RETURN/ENTER.

                       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.6 Delete/Insert Requisition Line Text

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid requisition line "note" text record. This is accomplished by the use of the RLTX screen.

Inputs   ● Required requisition number

● Required requisition line number

● Required change to text

Outputs   ● Update RLTX Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the requisition line number for which the user will delete/insert line "note" text and the required change to text.

2. Delete/Insert text lines in RLTX records.

RQSN 4: RLTX   a. If you are not in the RLTX screen, type **RLTX** in the Function Line and press RETURN/ENTER.

b. Type **G (GET)** in the Function Line.

c. Using the TAB key move to Requisition Number field and type desired requisition number.

d. Using the TAB key move to Requisition Line field and type desired requisition line number.

e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

a. Type **C (CHANGE)** in the Function Line.

b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

Cross-Reference   Steps

    c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

            X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

            I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

    a.   If inserting text, type **C (CHANGE)** in the function line.

    b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

    c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.7 Inquire Requisition Line Text

Overview   The AGPS user is provided the capability to inquire text for requisition line "note" text record. This is accomplished by the use of the RLTX screen.

Inputs   ●   Required requisition number

                      ●   Required requisition line number

                      ●   Required text action

Outputs   ●   Display of requested RLTX Table text

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the requisition line number for which the user will inquire "note" text.

                      2.   Inquire RLTX record text.

RQSN 4: RLTX   a.   If you are not in the RLTX screen, type **RLTX** in the Function Line and press RETURN/ENTER.

                                 b.   Type **G (GET)** in the Function Line.

                                 c.   Using the TAB key move to Requisition Number field and type desired requisition number.

                                 d.   Using the TAB key move to Requisition Line field and type desired requisition line number.

                                 e.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER.

                                NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

2.8 Add Requisition Line Commodity Changes

Overview   The AGPS user has the capability to add requisition line commodity changes text records for a requisition line in AGPS. This text record is used for changing the existing commodity description obtained from KMOD (if present for a contract commodity) or CSPC. This text is then used for processing that requisition line for solicitation and/or award. This is accomplished by the use of the RMOD screen. If the requisition line requires lengthy specification text, see 1.10 Attach Requisition Specifications.

Inputs   ●   Required requisition number

                      ●   Required requisition line number

                      ●   Required commodity text change

Outputs   ●   Updated RMOD Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the requisition line for which commodity changes text will be added and the text to be entered.

                      2.   Add RMOD record into AGPS.

RQSN 4: RMOD   a.   If you are not in the RMOD screen, type **RMOD** in the Function Line and press RETURN/ENTER.

                               b.   Type **G (GET)** in the Function Line.

                               c.   Using the TAB key move to Requisition Number field and type desired requisition number.

                               d.   Using the TAB key move to Requisition Line field and type desired requisition line number.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

Cross-Reference   Steps

                                   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

                                  a.   Type **C (CHANGE)** in the Function Line.

                                  b.   Using the TAB key move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                                  c.   Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

                4.   Press RETURN/ENTER.

                                    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.9 Change Requisition Line Commodity Changes

Overview   The AGPS user is provided the capability to maintain requisition line commodity changes text for a valid requisition line record. This is accomplished by the use of the RMOD screen.

Inputs
- Required requisition number
- Required requisition line number
- Required change to commodity change text

Outputs
- Updated RMOD Table

**Completing
The Procedure**

Cross-Reference	Steps

1.   Determine the requisition line number for which the user will change commodity text and the required change to text.

2.   Change RMOD record in AGPS.

RQSN 4: RMOD   a.   If you are not in the RMOD screen, type **RMOD** in the Function Line and press RETURN/ENTER.

                    b.   Type **G (GET)** in the Function Line.

                    c.   Using the TAB key move to Requisition Number field and type desired requisition number.

                    d.   Using the TAB key move to Requisition Line field and type desired requisition line number.

                    e.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

Cross-Reference   Steps

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

      a.   Type **C (CHANGE)** in the Function Line.

      b.   Using the TAB key move to the desired text line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

      c.   Using the TAB key move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

    4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.10 Delete/Insert Requisition Line Commodity Changes

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid
                      requisition line commodity changes text record. This is accomplished by the use of the
                      RMOD screen.

Inputs   ●   Required requisition number

                      ●   Required requisition line number

                      ●   Required change to commodity changes text

Outputs   ●   Update RMOD Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the requisition line number for which the user will delete/insert
                                 commodity text and the required change to text.

                      2.   Delete/Insert text lines in RMOD records.

RQSN 4: RMOD   a.   If you are not in the RMOD screen, type **RMOD** in the Function Line and press
                                 RETURN/ENTER.

                                 b.   Type **G (GET)** in the Function Line.

                                 c.   Using the TAB key move to Requisition Number field and type desired
                                           requisition number.

                                 d.   Using the TAB key move to Requisition Line field and type desired
                                           requisition line number.

                                 e.   Using the TAB key move to Text Action field and type desired text action.
                                            See Section 15, Miscellaneous Processing, General Text Processing,
                                           Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with requested lines
                                 of text.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using

Cross-Reference   Steps

screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.11 Inquire Requisition Line Commodity Changes

Overview   The AGPS user is provided the capability to inquire text for a requisition line commodity changes record. This is accomplished by the use of the RMOD screen.

Inputs
- Required requisition number
- Required requisition line number
- Required text action

Outputs
- Display of requested RMOD Table text

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the requisition line number for which the user will inquire commodity changes text.

2. Inquire RMOD record text.

RQSN 4: RMOD

a. If you are not in the RMOD screen, type **RMOD** in the Function Line and press RETURN/ENTER.

b. Type **G (GET)** in the Function Line.

c. Using the TAB key move to Requisition Number field and type desired requisition number.

d. Using the TAB key move to Requisition Line field and type desired requisition line number.

e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the specification changes text record should be displayed.

2.12 Change Requisition Line Movable Property Indicator

Overview   The AGPS user is provided the capability to change the requisition line movable property indicator for an existing requisition line in AGPS. This is accomplished by the use of the RLI3 screen. Requisition status must be less than 135.

Inputs   ●   Required requisition number

                    ●   Required requisition line number

                    ●   Required change to movable property flag

Outputs   ●   Updated RLIN Table

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine requisition line change requirement(s).

RQSN 4: RQS4   **Requisition Number** must be key to a valid and active requisition record in RQSN Table.

INST 4: BAAT   User must have Movable Property Override Authority for the requisitioning/purchasing agency to process a change to the movable property flag on RLI3.

                    2.   Change RLIN Table data in AGPS.

RQSN 4: RLI3   a.   If the user is not in the RLI3 screen, type **RLI3** in the Function Line and press RETURN/ENTER.

                                b.   Type **INQUIRE** in the Function Line.

                                c.   Using the TAB key, move to Requisition Number field and type desired requisition number.

                                d.   Using the TAB key, move to Line Number field and type desired line number.

                                e.   Press RETURN/ENTER. Requested requisition line record should be displayed.

Chapter 4 Documents

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition	10	Unprotected. Key. Specifies the requisition number for which inquiry action is being performed. May be left blank on inquiry.
Title	40	Protected. The title of the requisition as provided from the Requisition table.
Line	5	Unprotected. Key. Specifies the requisition line number to be inquired. May be left blank on inquiry.
Commodity	11	Protected. Inferred commodity class, sub-class, and item number of the item being requested.
Status	3	Protected. Inferred status code of the requisition line.
GFS Error Codes (1-4)	5	Protected. Inferred GFS Inventory reject reason codes. Will be displayed on stock replenishment request requisitions that have resulted in an update error within the GFS INVN database.

RLTX Requisition Line Text

```
ENTER FUNCTION:  .......... TRANS:  RLTX
                                                      DATE:
 REQUISITION LINE TEXT TABLE                          TIME:
 KEY IS REQUISITION NUMBER AND REQUISITION LINE       TERM:

 REQUISITION NUMBER.: .......... :
 REQUISITION LINE...: .....
 REQN LINE STATUS...:            :
 TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:

                    ---------1---------2---------3---------4
                    ..........................................
                    ..........................................
                    ..........................................
                    ..........................................
                    ..........................................
                    ..........................................
                    ..........................................
                    ..........................................
                    ..........................................
```

Purpose   The purpose of the Requisition Line Text table is to provide the user with the capability to record information about a requisition line which will not print on the solicitation or order. The using department could provide the buyer with additional information/instructions with this screen.

**Screen
Characteristics** Add, Change, Delete/Insert and Inquire Requisition Line Text Table

**Procedure
Cross-Reference** Chapter 2 Requisition Processing

       2.4 Add Requisition Line Text
       2.5 Change Requisition Line Text
       2.6 Delete/Insert Requisition Line Text
       2.7 Inquire Requisition Line Text

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number for which text will be generated or viewed.
Requisition Line	5	Unprotected. Key. Required. Specifies the requisition line number for which text will be generated or viewed.
Req Line Status	3	Protected. The status code of the requisition line.
Requisition Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

    T - Top
    B - Bottom
    U - Page up
    D - Page down
    R - Relative
    I - Insert
    X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

RLT2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:  ...........  TRANS:  RLT2
                                                          DATE:
 REQUISITION LINE TEXT TABLE #2                           TIME:
 KEY IS REQUISITION NUMBER AND REQUISITION LINE           TERM:

 REQUISITION NUMBER.: .......... :
 REQUISITION LINE...: .....
 REQN LINE STATUS...:            :
 SCROLL ACTION......: .  LINE NUMBER: .... LINE TOTAL:

 ACT                    ---------1---------2---------3---------4
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Requisition Line Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Requisition Line Text Table #1 (RLTX). Access to text in this table can only be achieved by leafing from RLTX. When appropriate action has been indicated, the system will automatically return to RLTX upon depressing enter key to process the indicated action.

Screen
Characteristics   Delete/Insert text lines in Requisition Line Text Table

Procedure
Cross-Reference   Chapter 2 Requisition Processing;

                          2.6 Delete/Insert Requisition Line Text

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Protected. Key. Specifies the requisition number for which text will be changed.
Requisition Line	5	Protected. Key. Specifies the requisition line number for which text will be changed.
Req Line Status	3	Protected. The status code of the requisition line.
Requisition Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Scroll Action	1	Protected. The scroll action code carried forward from the RLTX screen.
Line Number	4	Protected. The line number field carried forward from the RLTX screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the RLTX screen. Any change action will cause the screen to return to RLTX with the appropriate action taken.

RMOD   **Requisition Commodity Changes Table**

```
ENTER FUNCTION:  ........... TRANS:  RMOD
                                                   DATE:
 REQUISITION COMMODITY CHANGES TABLE               TIME:
 KEY IS REQUISITION NUMBER AND REQUISITION LINE     TERM:

 REQUISITION NUMBER.: .......... :
 REQUISITION LINE...: .....
 REQN LINE STATUS...:           :
 TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:     BASIC TEXT CHGD:

        TYPE       ---------1---------2---------3---------4
          .        ..........................................
          .        ..........................................
          .        ..........................................
          .        ..........................................
          .        ..........................................
          .        ..........................................
          .        ..........................................
          .        ..........................................
          .        ..........................................
```

Purpose   The purpose of the Requisition Commodity Changes Table is to allow the user to make
                      changes to the commodity specification for a given requisition line. These modifications will
                      be used by the system in place of commodity specifications for any further processing of this
                      requisition line. Access to this screen is granted only to those requisitions for which the user
                      has security access.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire Requisition Commodity Changes

Procedure
Cross-Reference   Chapter 2 Requisition Processing:

                      2.8 Add Requisition Line Commodity Changes
                      2.9 Change Requisition Line Commodity Changes
                      2.10 Delete/Insert Requisition Line Commodity Changes
                      2.11 Inquire Requisition Line Commodity Changes

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number for which commodity specifications will be changed or viewed.
Requisition Title	40	Protected. The requisition title as provided from the Requisition table.
Requisition Line	5	Unprotected. Key. Required. Specifies the requisition line number for which commodity specifications will be changed or viewed.
Reqn Line Status	3	Protected. The status code of the requisition line.
Requisition Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates if basic commodity text was changed by use of RMOD; Y (Yes).
Type	1	Unprotected. Required. Describes the type of commodity description lines: A - Class description B - Sub-class description

Field Completion

Field	Size	Description
		C - Item description
		D - Extended description
		E - Packaging and shipping
		F - Buyer notes
		G-Z - As determined by the user.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

RMO2   **THIS SCREEN NO LONGER AVAILABLE**

```
 ENTER FUNCTION:  ...........  TRANS:  RMO2
                                                          DATE:
 REQUISITION COMMODITY CHANGES TABLE #2                   TIME:
 KEY IS REQUISITION NUMBER AND REQUISITION LINE           TERM:

 REQUISITION NUMBER.: .......... :
 REQUISITION LINE...: .....
 REQN LINE STATUS...:           :
 SCROLL ACTION......:   LINE NUMBER:     LINE TOTAL:

 ACT    TYPE       ---------1---------2---------3---------4
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Requisition Commodity Changes Table #2 is to provide the user with the
                            ability to insert or delete lines of text from the Requisition Commodity Changes Table
                            (RMOD). Access to text in this table can only be achieved by leafing from RMOD. When
                            appropriate action has been indicated, the system will automatically return to RMOD when
                            enter key is depressed to process the indicated action.

Screen
Characteristics   Delete/Insert text lines in Requisition Commodity Changes

Procedure
Cross-Reference   Chapter 2 Requisition Processing;

                            2.10 Delete/Insert Requisition Line Commodity Changes

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Protected. Key. Specifies the requisition number for which text will be changed.
Requisition Line	5	Protected. Key. Specifies the requisition line number for which text will be changed.
Reqn Line Status	3	Protected. The status code of the requisition line.
Requisition Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Scroll Action	1	Protected. The scroll action code carried forward from the RMOD screen.
Line Number	4	Protected. The line number field carried forward from the RMOD screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Type	1	Protected. Indicates type of specification text line. Carried forward from RMOD screen.
Text Line	40	Protected. A display of text carried forward from the RLTX screen. Any change action will cause the screen to return to RLTX with the appropriate action taken.

RNTE   **Requisition Notes**

```
 ENTER FUNCTION:   ...........  TRANS:  RMTE
                                                       DATE:
                                                       TIME:
 REQUISITION NOTES TABLE : KEY IS REQUISITION NUMBER       TERM:

 REQUISITION NUMBER.: ..........
 TITLE LINE 1.......:
 MAINTAINING AGENCY.:          :
 STATUS CODE........:          :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

         ---------1---------2---------3---------4---------5---------6---------7
         .............................................................................
         .............................................................................
         .............................................................................
         .............................................................................
         .............................................................................
         .............................................................................
         .............................................................................
         .............................................................................
         .............................................................................
```

Purpose   The purpose of the Requisition Notes table is to provide the user with the capability to record
                       notes about a given requisition. The text format is free form and can be used in any manner
                       that the user desires. Use of this screen would generally be to record information about the
                       requisition in general. Such information would not generally be found in other text areas.
                       RNTE should be considered an electronic note pad. Access is granted to those requisitions
                       for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire Requisition Notes

**Procedure
Cross-Reference**   Chapter 2 Requisition Processing

                       1.6 Add Requisition Notes Table
                       1.7 Change Requisition Notes Table
                       1.8 Delete/Insert Requisition Notes Table
                       1.9 Inquire Requisition Notes Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. Specifies the requisition number for which text will be generated or viewed.
Title Line 1	40	Protected. The requisition title as provided from the Requisition table.
Maintaining Agency	6	Protected. The requisitioning agency as provided from the Requisition table.
Maintaining Agency Title	35	Protected. The name of the requisitioning agency as provided from the Agency table.
Status Code	3	Protected. The status code of the requisition.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

RNT2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:  .......... TRANS:  RNT2
                                                        DATE:
  REQUISITION NOTES TABLE #2 : KEY IS REQUISITION NUMBER    TIME:
                                                        TERM:
  REQUISITION NUMBER.: ..........
  TITLE LINE 1.......:
  MAINTAINING AGENCY.:         :
  STATUS CODE........:         :
  SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

  ACT     ---------1---------2---------3---------4---------5---------6---------7
  ..
  ..
  ..
  ..
  ..
  ..
  ..
  ..
  ..
```

Purpose   The purpose of the Requisition Notes Table #2 is to provide the user with the ability to insert or delete lines of text from the Requisition Notes Table #1 (RNTE). Access to text in this table can only be achieved by leafing from RNTE. When appropriate action has been indicated, the system will automatically return to RNTE upon depressing enter key to process the indicated action.

Screen
Characteristics   Delete/Insert text lines in Requisition Notes

Procedure
Cross-Reference   Chapter 2 Requisition Processing;

                                1.8 Delete/Insert Requisition Notes Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Protected. Key. Specifies the requisition number for which text will be changed or deleted.
Title Line 1	40	Protected. The requisition title as provided from the Requisition table.
Maintaining Agency	6	Protected. The requisitioning agency as provided from the Requisition table.
Maintaining Agency Title	35	Protected. The name of the requisitioning agency as provided from the Agency table.
Status Code	3	Protected. The status code of the requisition.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Scroll Action	1	Protected. The scroll action code carried forward from the RNTE screen.
Line Number	4	Protected. The line number from RNTE.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the RNTE screen. Any change action will cause the screen to return to RNTE with the appropriate action taken.

RTXL   Requisition Text Line Changes

```
ENTER FUNCTION:  ........... TRANS:  RTXL
                                                           DATE:
  REQUISITION TEXT LINE CHANGES TABLE                      TIME:
  KEY IS REQUISITION NUMBER AND REQUISITION TEXT REFERENCE    TERM:

  REQUISITION NUMBER.: .......... :
  STATUS CODE........:         :
  FROM TEXT REF......: ......      TO TEXT REF: ......
  COPY TEXT (Y/N)....: .  FROM REQ #: ..........  TEXT REF: ......
  TITLE:
  TEXT ACTION.......: .  LINE NUMBER: .... LINE TOTAL:    BASIC TEXT CHGD:

          ---------1---------2---------3---------4---------5---------6---------7
          ..........................................................................
          ..........................................................................
          ..........................................................................
          ..........................................................................
          ..........................................................................
          ..........................................................................
          ..........................................................................
          ..........................................................................
          ..........................................................................
```

Purpose

The purpose of the Requisition Text Line Changes table is to provide the user with the ability to change selected requisition text for this solicitation. Text must have been designated for this requisition through the RTXT screen. This text will replace the specifications of the original text file for this requisition only. It will allow agencies to develop their own specification text. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

Screen Characteristics

Add, Change, and Inquire RTXT Table.

Procedure Cross-Reference

Chapter 2 Requisition Processing,

1.10 Attach Requisition Specifications

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. Required. The number of the requisition for which text will be changed.
Requisition Title	40	Protected. The title of the requisition as provided from the Requisition table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
From Text Ref	6	Unprotected. Key. Required. The reference number from the text file which has been designated for this requisition through the RTXT screen.
To Text Ref	6	Unprotected. Key. Must be blank for 'GET' Function. The reference number to the text file which has been designated for this requisition through the RTXT screen. Text references within the from/to text references constitute the text range to be used for this requisition.
Copy Text (Y/N)	1	Unprotected. Indicator equals 'Y', copy the text from the requisition number and text reference number listed. Default is 'N'.
From Req #	10	Unprotected. The requisition number that the Text is to be copied from.
Text Ref	5	Unprotected. The text reference from the requisition that is to be copied.
Title	70	Protected. The title of the text reference as provided from the Text table.

Field Completion

Field	Size	Description
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are:

    T - Top
    B - Bottom
    U - Page Up
    D - Page Down
    R - Relative
    I - Insert
    X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates if the basic text from TXLN has been changed.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

RTX2   **THIS SCREEN NO LONGER AVAILABLE**

```
 ENTER FUNCTION:  ...........  TRANS:  RTX2
                                                          DATE:
 REQUISITION TEXT LINE CHANGES TABLE  #2                  TIME:
 KEY IS REQUISITION NUMBER AND REQUISITION TEXT REFERENCE     TERM:

 REQUISITION NUMBER.:           :
 STATUS CODE........:           :
 FROM TEXT REF......:              TO TEXT REF:
 TITLE:
 SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

 ACT      ---------1---------2---------3---------4---------5---------6---------7
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Requisition Text Line Changes Table #2 is to provide the user with the
                      ability to insert or delete lines of text from the Requisition Text Line Changes (RTXL) table.
                      Access to this table can only be achieved by leafing from RTXL. When appropriate action
                      has been indicated, the system will automatically return to RTXL when enter key is depressed
                      to process the indicated action.

**Screen
Characteristics**   Delete/Insert RTXL Table text lines.

**Procedure
Cross-Reference**   Chapter 2 Requisition Processing,

                      1.10 Attach Requisition Specifications

1.6 Change Solicitation Notes Table

Overview   The AGPS user is provided the capability to maintain solicitation notes text for a valid solicitation header record. This is accomplished by the use of the SNTE screen.

Inputs   ●   Required solicitation number

                          ●   Required change to text

Outputs   ●   Updated SNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                          1.   Determine the solicitation number for which the user will change notes text and the required change to text.

                          2.   Change SNTE record in AGPS.

RQSN 4: SNTE   a.   If you are not in the SNTE screen, type **SNTE** in the Function Line and press RETURN/ENTER.

                                 b.   Type **G (GET)** in the Function Line.

                                 c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

                                 d.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                          3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                                 NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

                                 a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

      b.   Using TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

   4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.7 Delete/Insert Solicitation Notes Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid solicitation notes record. This is accomplished by the use of the SNTE screen.

Inputs   •   Required solicitation number

                     •   Required change to text

Outputs   •   Update SNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the solicitation number for which the user will delete/insert notes text and the required change to text.

2.   Delete/Insert text lines in SNTE records.

RQSN 4: SNTE   a.   If you are not in the SNTE screen, type **SNTE** in the Function Line and press RETURN/ENTER.

                            b.   Type **G (GET)** in the Function Line.

                            c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

                            d.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

                            NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

                            a.   Type **C (CHANGE)** in the Function Line.

                            b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

Cross-Reference	Steps

c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a. If inserting text, type **C (CHANGE)** in the function line.

b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.8 Inquire Solicitation Notes Table

Overview   The AGPS user is provided the capability to inquire text for a solicitation notes record. This is accomplished by the use of the SNTE screen.

Inputs   ● Required solicitation number

                    ● Required text action

Outputs   ● Display of requested SNTE Table text

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine the solicitation number for which the user will inquire text.

                    2.   Inquire SNTE record text.

RQSN 4: SNTE   a.   If you are not in the SNTE screen, type **SNTE** in the Function Line and press RETURN/ENTER.

                       b.   Type **G (GET)** in the Function Line.

                       c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

                       d.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                    3.   Press RETURN/ENTER.

                       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

1.9 On-Line Solicitation Build

Overview   On-Line Solicitation Build is a process that provides the user the capability to automatically build required solicitation documents directly from the requisition. This is accomplished with a status code change to 265 on RQS2.

Inputs   ●   Required requisition document complete with requisition line(s), accounting distribution (if required) and recommended vendor(s) on RQS5.

Outputs   ●   Update RQSN, SDOC, SRQN, SLIN and SVEN Tables

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the requisition for which the user wants an on-line build of a solicitation.

2.   Perform On-Line Solicitation Build in AGPS.

RQSN 4: RQS2   a.   If you are not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using TAB key, move to Requisition Number field and type desired requisition number.

d.   Press RETURN/ENTER. Requested requisition number record should be formatted to the screen.

3.   Type **CHANGE** in the Function Line.

a.   Using the TAB key, move to Status code field and type **265**.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.10 Attach Terms & Conditions And Specifications

Overview   The AGPS user is provided the capability to attach special terms and conditions and/or additional specifications to a solicitation and have the option to print the text on the awarded documents. AGPS provides the capability to attach text from the Text database to a solicitation, modify the text for the solicitation if necessary, determine the sequence the text will print on the solicitation, and if required, print the text on the award documents. Any modifications made do not update the Text database.

There are two basic types of text the buyer would attach to a solicitation: terms and conditions and general specifications. Text is attached to the solicitation by using the reference number from the Text database. This six position field is key to the Text database and contains an alpha character in the first position for terms and conditions. A number in the first position designates a general specification. All text attached to the solicitation will print on the solicitation. All text that has a "Y" in the print field will print on the award documents. This is accomplished with STXT and STXL.

Inputs   ●   Required solicitation number

                         ●   Required print indicator (N/Y)

                         ●   Required text references

                         ●   Required changes to text reference text lines

Outputs   ●   Updated STXT/STXL Table

**Completing
The Procedure**

Cross-Reference   Steps

                         1.   Determine solicitation terms and conditions and/or specification text requirements and any possible changes to that text.

                                  Terms and conditions describe the legal environment of the solicitation. General specifications are used to describe the product or service at the sub-class or item level. Remember, any text references on COM2 in the commodity database will automatically print and should not be duplicated in STXT. Also, commodity agency text (text referenced on CATX), and requisition text (text referenced on RTXT) should not be duplicated in STXT. Item descriptions are carried in the commodity database as well.

Cross-Reference   Steps
_____

Before attaching any text to the solicitation, it would be reasonable to select all text references, determine the sequence the text is to be printed, if it is to print on the award documents, and then attach them to the solicitation. This process may save several printings of the draft solicitation.

SDOC 4: SDOC   **Solicitation Number** must be key to a valid and active record in the SDOC Table.

TEST 4: TEXT   **Text Reference** must be key to a valid and active text record in the TEXT Table.

2.   Attach text to a solicitation in AGPS.

SDOC 4: STXT

a.   If the user is not in the STXT screen, type **STXT** in the Function Line and press RETURN/ENTER.

b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Data entry fields of the screen should be blanked and **ADD** inserted in the Function Line.

c.   Using the TAB key, move to Solicitation Number field and type desired solicitation number.

d.   Using the TAB key, move to the print field and type N/Y. Will default to "N" if left blank.

e.   Using the TAB key, move to Text From field and type desired text reference number to identify the text record to be printed.

f.   Using the TAB key, move to Text To field and type desired text reference number to identify the ending text record to be printed. This would be used only if the text references are in a range, and the entire range is to be printed.

3.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.   Delete attached text references for a solicitation in AGPS. The text reference numbers serve as keys therefore they cannot be changed. If the user wishes to change them, they must be deleted and added as another key. The only change allowed on this screen is the print indicator, N/Y.

Cross-Reference	Steps

SDOC 4: STXT

    a.   If the user is not in the STXT screen, type **STXT** in the Function Line and press RETURN/ENTER.

    b.   Type **INQUIRE** in the Function Line.

    c.   Using the TAB key, move to Solicitation Number field and type desired solicitation number.

    d.   Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that solicitation.

    e.   Press RETURN/ENTER. Requested record should be displayed.

5.   Type DELETE in the Function Line. If all text references are to be deleted, proceed to step 6.

    a.   Using the TAB key, move to the From Text reference field that is not to be deleted and space out the text reference. If text reference is present on delete, record will be deleted.

6.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

7.   Inquire attached text references for a solicitation in AGPS.

SDOC 4: STXT

    a.   If the user is not in the STXT screen, type **STXT** in the Function Line and press RETURN/ENTER.

    b.   Type **INQUIRE** in the Function Line.

    c.   Using the TAB key, move to Solicitation Number field and type desired solicitation number.

    d.   Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that solicitation.

Cross-Reference	Steps

8.　Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

9.　Modify/change attached text reference's text for a solicitation in AGPS. Terms and conditions and general specifications may be modified for a particular solicitation without affecting the master record in the Text database. If a permanent change to the text is warranted, see Section 5, Text Database Maintenance for instructions on updating text in the Text database.

SDOC 4: STXL

a.　If the user is not in the STXL screen, type **STXL** in the Function Line and press RETURN/ENTER.

b.　Type **G (GET)** in the Function Line.

c.　Using TAB key, move to Solicitation Number field and type desired solicitation number.

d.　Using TAB key, move to From Text Ref field and type desired solicitation text reference number.

e.　Using TAB key, move to To Text Ref field and delete any existing text reference number. This field must be blank.

f.　Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

10.　Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display text for requested solicitation number and text reference number.

a.　Type **C (CHANGE)** in the Function Line.

b.　Using TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

11.　Press RETURN/ENTER.

Cross-Reference | Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

12. Delete/Insert attached text reference's text lines for a solicitation in AGPS.

SDOC 4: STXL

a. If the user is not in the STXL screen, type **STXL** in the Function Line and press RETURN/ENTER.

b. Type **G (GET)** in the Function Line.

c. Using TAB key, move to Solicitation Number field and type desired solicitation number.

d. Using TAB key, move to From Text Ref field and type desired solicitation text reference number.

e. Using TAB key, move to To Text Ref field and delete any existing text reference number. This field must be blank.

f. Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

13. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display text for requested solicitation number and text reference number.

a. Type **C (CHANGE)** in the Function Line.

b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

14. Press RETURN/ENTER.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

15.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

3.11 Attachment Text

Overview The AGPS user is provided the capability to create and maintain attachment text for entry of additional solicitation text for a solicitation in AGPS. AGPS provides the capability for the buyer to enter text, via SATT, of any nature and have it print on the solicitation. This text may be informational in nature or legally binding. This accomplished with SATT.

Inputs   ●   Required solicitation number

     ●   Required attachment text

Outputs   ●   Updated SATT Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine solicitation attachment text requirements.

2.   Add attachment text for a solicitation in AGPS.

SDOC 4: SATT   a.   If the user is not in the SATT screen, type **SATT** in the Function Line and press RETURN/ENTER.

         b.   Type **G (GET)** in the Function Line.

         c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display text for requested solicitation number.

         a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

       b.   Using TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

5.   Change/Modify attachment text for a solicitation in AGPS.

SDOC 4: SATT   a.   If the user is not in the SATT screen, type **SATT** in the Function Line and press RETURN/ENTER.

       b.   Type **G (GET)** in the Function Line.

       c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

       d.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

6.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display text for requested solicitation number.

       a.   Type **C (CHANGE)** in the Function Line.

       b.   Using TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

7.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

Cross-Reference   Steps

8.   Delete/Insert attachment text lines for a solicitation in AGPS.

SDOC 4: SATT   a.   If the user is not in the SATT screen, type **SATT** in the Function Line and press RETURN/ENTER.

                         b.   Type **G (GET)** in the Function Line.

                         c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

                         d.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

9.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display text for requested solicitation number.

                         a.   Type **C (CHANGE)** in the Function Line.

                         b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

                         c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

10.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

      X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

Cross-Reference   Steps

> **I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

     a.   If inserting text, type **C (CHANGE)** in the function line.

     b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

     c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

11.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

Cross-Reference   Steps

               a.   Type **C (CHANGE)** in the Function Line.

               b.   Using TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

7.6 Change Solicitation Amendment Text Table

Overview   The AGPS user is provided the capability to maintain solicitation amendment text for a valid solicitation amendment header record. This is accomplished by the use of the SATX screen.

Inputs   •   Required solicitation number

                          •   Required solicitation amendment number

                          •   Required text action

                          •   Required change to text

Outputs   •   Updated SATX Table

**Completing
The Procedure**

Cross-Reference   Steps

                          1.   Determine the solicitation/amendment number for which the user will change amendment text and the required change to text.

                          2.   Change SATX record in AGPS.

SDOC 4: SATX   a.   If you are not in the SATX screen, type **SATX** in the Function Line and press RETURN/ENTER.

                                   b.   Type **G (GET)** in the Function Line.

                                   c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

                                   d.   Using TAB key, move to Amendment Number field and type desired solicitation amendment number.

                                   e.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                          3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

    a.   Type **C (CHANGE)** in the Function Line.

    b.   Using TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

7.7 Delete/Insert Solicitation Amendment Text Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid solicitation amendment text record. This is accomplished by the use of the SATX screen.

Inputs

- Required solicitation number

- Required solicitation amendment number

- Required text action

- Required change to text

Outputs

- Update SATX Table

**Completing
The Procedure**

Cross-Reference   Steps

                         1.   Determine the solicitation/amendment number for which the user will delete/insert amendment text and the required change to text.

                         2.   Delete/Insert text lines in SATX records.

SDOC 4: SATX   a.   If you are not in the SATX screen, type **SATX** in the Function Line and press RETURN/ENTER.

                                    b.   Type **G (GET)** in the Function Line.

                                    c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

                                    d.   Using TAB key, move to Amendment Number field and type desired solicitation amendment number.

                                    e.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                         3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

<u>Cross-Reference</u>   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines

Cross-Reference   Steps

and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

7.8 Inquire Solicitation Amendment Text Table

Overview   The AGPS user is provided the capability to inquire text for a solicitation amendment text record. This is accomplished by the use of the SATX screen.

Inputs

- Required solicitation number

- Required solicitation amendment number

- Required text action

Outputs

- Display of requested SATX Table text

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the solicitation/amendment number for which the user will inquire text.

2. Inquire SATX record text.

SDOC 4: SATX

       a. If you are not in the SATX screen, type **SATX** in the Function Line and press RETURN/ENTER.

       b. Type **G (GET)** in the Function Line.

       c. Using TAB key, move to Solicitation Number field and type desired solicitation number.

       d. Using TAB key, move to Amendment Number field and type desired solicitation amendment number.

       e. Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

7.9 Solicitation Amendment Approval Processing

Overview   The AGPS user is provided the capability to add/change and/or approve solicitation amendment approval records. The system is designed to automatically create all required solicitation amendment approvals when an add and/or change is processed for the solicitation amendment header. The user also has the capability to manually add any additional approvals deemed necessary for processing of the solicitation amendment document. This is accomplished by the use of the SAMD and PAPV screens.

Inputs   ●   Required solicitation number

●   Required solicitation amendment number

●   Required whim approval indicator

●   Required manual approval data

Outputs   ●   Updated SAMD/PHLD/PAPV Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Perform normal solicitation amendment processing.

2.   Add/Change Solicitation Amendment Header Table record approvals.

a.   Add SAMD, using procedures of 7.1 Add Solicitation Amendment above, solicitation amendment header whim indicator = **P** or **R**.

b.   Change SAMD, using procedures of 7.2 Change Solicitation Amendment above, solicitation amendment header whim indicator = **P** or **R**.

c.   Change SAMD, using procedures of 7.2 Change Solicitation Amendment above, solicitation amendment status to greater than 324.

NOTE: On successful change of status code, required solicitation stage 3 approvals will automatically be built in the PAPV (Approvals) Table.

3.   Manually add solicitation amendment approval record(s). See Section 13, Electronics Approval Processing, Chapter 2, 4 ADD/CHANGE MANUAL APPROVAL RECORDS.

9.4 Change Solicitation Vendor Text Table

Overview   The AGPS user is provided the capability to maintain solicitation vendor text for a valid
solicitation vendor header record. This is accomplished by the use of the SVTX screen.

Inputs   ● Required solicitation number

● Required solicitation vendor number

● Required text action

● Required change to text

Outputs   ● Updated SVTX Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the solicitation/vendor number for which the user will change vendor
text and the required change to text.

2.   Change SVTX record in AGPS.

SDOC 4: SVTX   a.   If you are not in the SVTX screen, type **SVTX** in the Function Line and
press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using TAB key, move to Solicitation Number field and type desired
solicitation number.

d.   Using TAB key, move to Vendor Number field and type desired
solicitation vendor number.

e.   Using TAB key, move to Text Action field and type desired text action.
See Section 15, Miscellaneous Processing, General Text Processing,
Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines.
If text is present, the text should be formatted to the screen.

Cross-Reference   Steps
_____

> NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

    a.   Type **C (CHANGE)** in the Function Line.

    b.   Using TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

> NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

9.5 Delete/Insert Solicitation Vendor Text Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid solicitation vendor text record. This is accomplished by the use of the SVTX screen.

Inputs   ●   Required solicitation number

●   Required solicitation vendor number

●   Required text action

●   Required change to text

Outputs   ●   Update SVTX Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the solicitation/vendor number for which the user will delete/insert vendor text and the required change to text.

2.   Delete/Insert text lines in SVTX records.

SDOC 4: SVTX   a.   If you are not in the SVTX screen, type **SVTX** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

d.   Using TAB key, move to Vendor Number field and type desired solicitation vendor number.

e.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

Cross-Reference   Steps

> **NOTE:** If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

    a. Type **C (CHANGE)** in the Function Line.

    b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

    c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

> **NOTE:** If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.
>
> **X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.
>
> **I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

    a. If inserting text, type **C (CHANGE)** in the function line.

    b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

    c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines

Cross-Reference   Steps

    and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

9.6 Inquire Solicitation Vendor Text Table

Overview
The AGPS user is provided the capability to inquire text for a solicitation vendor text record. This is accomplished by the use of the SVTX screen.

Inputs
- Required solicitation number
- Required solicitation vendor number
- Required text action

Outputs
- Display of requested SVTX Table text

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the solicitation/vendor number for which the user will inquire text.

2. Inquire SVTX record text.

SDOC 4: SVTX
    a. If you are not in the SVTX screen, type **SVTX** in the Function Line and press RETURN/ENTER.

    b. Type **G (GET)** in the Function Line.

    c. Using TAB key, move to Solicitation Number field and type desired solicitation number.

    d. Using TAB key, move to Vendor Number field and type desired solicitation vendor number.

    e. Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

Cross-Reference   Steps
_____   _____

NOTE: If an error condition exists, AGPS will display the appropriate error
        messages at the bottom of the transaction screen. Clear the error
        conditions identified and press RETURN/ENTER. If no error(s) exists,
        AGPS will display requested text record.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using TAB key, move to the first text or null (.) line. Type the desired
        text. Text lines are forty characters in length. A null (.) line cannot
        exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error
        messages at the bottom of the transaction screen. Clear the error
        conditions identified and press RETURN/ENTER. If no error(s) exists,
        AGPS will display 'ALL LINES CHANGED'.

9.12 Change Requisition Vendor Text Table

Overview   The AGPS user is provided the capability to maintain requisition vendor text for a valid bidding vendor line record. This is accomplished by the use of the RVTX screen.

Inputs

- Required solicitation number

- Required solicitation line number

- Required alternate bid code

- Required text action

- Required change to text

Outputs

- Updated RVTX Table

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the bidding vendor line record for which the user will change text and the required change to text.

2. Change RVTX record in AGPS.

SDOC 4: RVTX

       a.   If you are not in the RVTX screen, type **RVTX** in the Function Line and press RETURN/ENTER.

       b.   Type **G (GET)** in the Function Line.

       c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

       d.   Using TAB key, move to Solicitation Line field and type desired solicitation line number.

       e.   Using TAB key, move to Alternate Bid Code field and type desired alternate bid code.

       f.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

Cross-Reference   Steps

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

9.13 Delete/Insert Requisition Vendor Text Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid requisition vendor text record. This is accomplished by the use of the RVTX screen.

Inputs   ● Required solicitation number

● Required solicitation line number

● Required alternate bid code

● Required text action

● Required change to text

Outputs   ● Update RVTX Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the requisition vendor text record for which the user will delete/insert text and the required change to text.

2.   Delete/Insert text lines in RVTX records.

SDOC 4: RVTX   a.   If you are not in the RVTX screen, type **RVTX** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

d.   Using TAB key, move to Solicitation Line field and type desired solicitation line number.

e.   Using TAB key, move to Alternate Bid Code field and type desired alternate bid code.

Cross-Reference | Steps
---

f. Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

   a. Type **C (CHANGE)** in the Function Line.

   b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

   c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

   X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

   I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

   a. If inserting text, type **C (CHANGE)** in the function line.

   b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

Cross-Reference   Steps

    c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

9.14 Inquire Requisition Vendor Text Table

Overview   The AGPS user is provided the capability to inquire text for a requisition vendor text record. This is accomplished by the use of the RVTX screen.

Inputs   ●   Required solicitation number

                      ●   Required solicitation line number

                      ●   Required alternate bid code

                      ●   Required text action

Outputs   ●   Display of requested RVTX Table text

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the requisition vendor text record for which the user will inquire text.

                      2.   Inquire RVTX record text.

SDOC 4: RVTX   a.   If you are not in the RVTX screen, type **RVTX** in the Function Line and press RETURN/ENTER.

                              b.   Type **G (GET)** in the Function Line.

                              c.   Using TAB key, move to Solicitation Number field and type desired solicitation number.

                              d.   Using TAB key, move to Solicitation Line field and type desired solicitation line number.

                              e.   Using TAB key, move to Alternate Bid Code field and type desired alternate bid code.

                              f.   Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER.

Cross-Reference   Steps

                    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

Chapter 4 Documents

RVTX **Requisition Vendor Text Table #1**

```
ENTER FUNCTION:  ............ TRANS:  RVTX
                                                      DATE:
 REQUISITION VENDOR TEXT TABLE                        TIME:
 KEY IS SOLICITATION NUMBER, SOLICITATION LINE,       TERM:
       VENDOR NUMBER AND ALT BID CODE
 SOLICITATION NUMBER: .........   :
 SOLICITATION LINE..: .....
 VENDOR NUMBER......: ......... .. :
 ALTERNATE BID CODE.: ..
 TEXT ACTION......: .  LINE NUMBER: .... TOTAL LINES:

                  --------1---------2---------3---------4
                  ........................................
                  ........................................
                  ........................................
                  ........................................
                  ........................................
                  ........................................
                  ........................................
                  ........................................
                  ........................................
```

Purpose   The purpose of the Requisition Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific solicitation line and specific alternate bid code. It would generally be used to record a vendor's exceptions to a line item bid. Text entered at this point will be carried forward to and print as part of the corresponding order line or contract line. Format is free form and will be printed exactly as the user enters it. Access is granted to those solicitations for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire RVTX Table.

**Procedure
Cross-Reference**   Chapter 2 Solicitation Processing;

9.11 Add Requisition Vendor Text Table
9.12 Change Requisition Vendor Text Table
9.13 Delete/Insert Requisition Vendor Text Table
9.14 Inquire Requisition Vendor Text Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. Specifies the solicitation number for which vendor text will be added or viewed.
Solicitation Title	40	Protected. The solicitation title as provided from the Solicitation table.
Solicitation Line	5	Unprotected. Key. Required. Specifies the solicitation line number for which vendor text will be added or viewed.
Vendor Number	11	Unprotected. Key. Required. Specifies the vendor number for which vendor text will be added or viewed.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Alternate Bid Code	2	Unprotected. Key. Required. Specifies the alternate bid code for which vendor text will be added or viewed.
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

                                    T - Top
                                    B - Bottom
                                    U - Page up
                                    D - Page down
                                    R - Relative
                                     I - Insert
                                    X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Total Lines	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	9x40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

RVT2 THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:  ............ TRANS: RVT2
                                                            DATE:
 REQUISITION VENDOR TEXT TABLE  #2                          TIME:
 KEY IS SOLICITATION NUMBER, SOLICITATION LINE,             TERM:
      VENDOR NUMBER AND ALT BID CODE
 SOLICITATION NUMBER: .........   :
 SOLICITATION LINE..: .....
 VENDOR NUMBER......: ......... .. :
 ALTERNATE BID CODE.: ..
 SCROLL ACTION......:   LINE NUMBER:     TOTAL LINES:

 ACT              ---------1---------2---------3---------4
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose

The purpose of the Requisition Vendor Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Requisition Vendor Text Table #1 (RVTX). Access to this table can only be achieved by leafing from RVTX. When appropriate action has been indicated, the system will automatically return to RVTX upon depressing enter key to process the indicated action.

Screen Characteristics

Delete/Insert RVTX Table text lines.

Procedure Cross-Reference

Chapter 2 Solicitation Processing,

9.13 Delete/Insert Requisition Vendor Text Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. Specifies the solicitation number for which vendor text will be inserted or deleted.
Solicitation Title	40	Protected. The solicitation title as provided from the Solicitation table.
Solicitation Line	5	Protected. Key. Specifies the solicitation line number for which vendor text will be inserted or deleted.
Vendor Number	11	Protected. Key. Specifies the vendor number for which vendor text will be inserted or deleted.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Alternate Bid Code	2	Protected. Key. Specifies the alternate bid code for which vendor text will be inserted or deleted.
Scroll Action	1	Protected. The scroll action code carried forward from the RVTX screen.
Line Number	4	Protected. Used with scroll action **R** to indicate the relative number of lines to scroll.
Total Lines	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	9x40	Protected. A display of text carried forward from the RVTX screen. Any change action will cause the screen to return to RVTX with the appropriate action taken.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	3	Unprotected. Key. If left blank the system will start the solicitation amendment list with the status code in the database. If input the system will return the list starting at the status code specified.
Solicitation	14x10	Unprotected. Key. If left blank the system will start the list with the first solicitation number for the status code specified. If input the system will return the list starting at the solicitation number specified.
Amend	14x2	Unprotected. Key. If left blank the system will start the list with the first solicitation amendment number for the status code and solicitation number specified. If input the system will return the list starting at the solicitation amendment number specified.
Amendment Title	14x40	Protected. The title of the solicitation amendment as provided from the Solicitation Amendment table.
Change Date	14x8	Protected. The date the solicitation amendment was last changed.

SATT **Solicitation Attachment Text**

```
ENTER FUNCTION:   ............ TRANS: SATT
                                                    DATE:
 SOLICITATION ATTACHMENT TEXT TABLE                 TIME:
 KEY IS SOLICITATION NUMBER                          TERM:

 SOLICITATION NUMBER: ......... :
 STATUS CODE........:          :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

         --------1---------2--------3--------4--------5--------6--------7
         ..............................................................................
         ..............................................................................
         ..............................................................................
         ..............................................................................
         ..............................................................................
         ..............................................................................
```

Purpose   The purpose of the Solicitation Attachment Text table is to provide the user with the ability
to create text in free form to be used as an attachment to a specified solicitation. The format
developed and input by the user will be the format printed as the solicitation attachment.
Access is granted only to those solicitations for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire SATT Table.

**Procedure
Cross-Reference**   Chapter 2 Solicitation Processing,

                      3.11 Attachment Text.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation to which this attachment is applicable.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert D - Delete
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	6x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

SAT3   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:   ............ TRANS: SAT3
                                                          DATE:
  SOLICITATION ATTACHMENT TEXT TABLE  #3                  TIME:
  KEY IS SOLICITATION NUMBER                              TERM:

  SOLICITATION NUMBER: .......... :
  STATUS CODE........:           :
  SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

  ACT      --------1--------2--------3--------4--------5--------6--------7
  ..
  ..
  ..
  ..
  ..
  ..
```

Purpose   The purpose of the Solicitation Attachment Text Table #3 is to provide the user with the ability to insert or delete lines of text from the Solicitation Attachment Text Table (SATT). Access to this table can only be achieved by leafing from SATT. When appropriate action has been indicated, the system will automatically return to SATT when enter key is depressed to process the indicated action.

**Screen
Characteristics**   Delete/Insert SATT Table text lines.

**Procedure
Cross-Reference**   Chapter 2 Solicitation Processing,

3.11 Attachment Text.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. Specifies the solicitation number for which text will be changed.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The status code of the solicitation.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Scroll Action	1	Protected. The scroll action code carried forward from the SATT screen.
Line Number	4	Protected. The line number field carried forward from the SATT screen.
Total Lines	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	6x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	6x70	Protected. A display of text carried forward from the SATT screen. Any change action will cause the screen to return to SATT with the appropriate action taken.

SATX   Solicitation Amendment Text Table

```
ENTER FUNCTION:  ............ TRANS: SATX
                                                           DATE:
 SOLICITATION AMENDMENT TEXT TABLE                         TIME:
 KEY IS SOLICITATION NUMBER AND AMENDMENT NUMBER           TERM:

 SOLICITATION NUMBER: ......... :
 AMENDMENT NUMBER...: ..
 STATUS CODE........:            :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

         ---------1---------2---------3---------4---------5---------6---------7
         ...............................................................................
         ...............................................................................
         ...............................................................................
         ...............................................................................
         ...............................................................................
         ...............................................................................
         ...............................................................................
         ...............................................................................
         ...............................................................................
```

Purpose
The purpose of the Solicitation Amendment Text table is to provide the user with the ability to create text in free form to be used as an amendment to a specified solicitation. The format developed and input by the user will be the format printed as the solicitation amendment. Access is granted only to those solicitations for which the user has security access.

Screen Characteristics
Add, Change, Delete/Insert and Inquire SATX Table.

Procedure Cross-Reference
Chapter 2 Solicitation Processing,

3.10 Attach Terms & Conditions And Specifications.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation to which this amendment is applicable.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Amendment Number	2	Unprotected. Key. Required. The number of the solicitation amendment to which this text file is applicable.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert D - Delete
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

SAT2 THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:  .......... TRANS:  SAT2
                                                        DATE:
  SOLICITATION AMENDMENT TEXT TABLE  #2                 TIME:
  KEY IS SOLICITATION NUMBER AND AMENDMENT NUMBER       TERM:

  SOLICITATION NUMBER: .......... :
  AMENDMENT NUMBER...: ..
  STATUS CODE........:              :
  SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

  ACT     ---------1---------2---------3---------4---------5---------6---------7
  ..
  ..
  ..
  ..
  ..
  ..
  ..
  ..
  ..
```

Purpose
The purpose of the Solicitation Amendment Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Solicitation Amendment Text Table (SATX). Access to this table can only be achieved by leafing from SATX. When appropriate action has been indicated, the system will automatically return to SATX when enter key is depressed to process the indicated action.

Screen
Characteristics
Delete/Insert SATX Table text lines.

Procedure
Cross-Reference
Chapter 2 Solicitation Processing,

3.10 Attach Terms & Conditions And Specifications.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. If left blank the system will start the solicitation line number list with the first solicitation number in the database. If input the system will return the list for the solicitation number specified.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Line	14x5	Unprotected. Key. If left blank the system will start with the first line number for the solicitation specified. If input the system will return the list for the solicitation line number specified.
Requisition	14x10	Unprotected. Key. Identifies the requisition number corresponding to the solicitation line number displayed.
Line	14x5	Unprotected. Key. Identifies the line number of the requisition corresponding to the solicitation line number displayed.
Status	14x3	Protected. Displays the status code of the requisition line.
Status Code Title	14x30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Change Date	14x8	Protected. The date the requisition line was last changed.
Commodity No.	3/2/6	Protected. Displays the commodity class, sub-class and item number of the commodity from the specified line number.
Commodity Description	40x2	Protected. Displays the first two lines of the Commodity Specification Text record for this commodity number.

SNTE   **Solicitation Notes**

```
ENTER FUNCTION:  ............ TRANS: SNTE
                                                          DATE:
 SOLICITATION NOTES TABLE : KEY IS SOLICITATION NUMBER    TIME:
                                                          TERM:
 SOLICITATION NUMBER: .........
 TITLE LINE 1.......:
 TITLE LINE 2.......:
 STATUS CODE........:        :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3---------4---------5---------6---------7
        ................................................................
        ................................................................
        ................................................................
        ................................................................
        ................................................................
        ................................................................
```

Purpose   The purpose of the Solicitation Notes table is to provide the user with the capability to record
                         notes about a given solicitation. The text format is free form and can be used in any manner
                         that the user desires. Use of this screen would generally be to record information about the
                         solicitation in general. Such information would not generally be found in other text areas.
                         SNTE should be considered an electronic note pad for use by the buyer. Access is granted to
                         those solicitations for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire SNTE Table.

**Procedure
Cross-Reference**   Chapter 2 Solicitation Processing;

                         1.5 Add Solicitation Notes Table
                         1.6 Change Solicitation Notes Table
                         1.7 Delete/Insert Solicitation Notes Table
                         1.8 Inquire Solicitation Notes Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. Specifies the solicitation number for which text will be generated or viewed.
Title Line 1	40	Protected. The solicitation title line 1 as provided from the Solicitation table.
Title Line 2	40	Protected. The solicitation title line 2 as provided from the Solicitation table.
Status Code	3	Protected. The status code of the solicitation.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

  T - Top
  B - Bottom
  U - Page up
  D - Page down
  R - Relative
   I - Insert
  X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	6x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

SNT2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:  ............ TRANS: SNT2
                                                          DATE:
  SOLICITATION NOTES TABLE  #2 : KEY IS SOLICITATION NUMBER    TIME:
                                                          TERM:
  SOLICITATION NUMBER: .........
  TITLE LINE 1.......:
  TITLE LINE 2.......:
  STATUS CODE........:        :
  SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

  ACT     ---------1---------2---------3---------4---------5---------6---------7
  ..
  ..
  ..
  ..
  ..
  ..
```

Purpose   The purpose of the Solicitation Notes Table #2 is to provide the user with the ability to insert or delete lines of text from the Solicitation Notes Table #1 (SNTE). Access to this table can only be achieved by leafing from SNTE. When appropriate action has been indicated, the system will automatically return to SNTE upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert SNTE Table text lines.

**Procedure
Cross-Reference**   Chapter 2 Solicitation Processing,

                     1.7 Delete/Insert Solicitation Notes Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Sol Title Line 1	40	Unprotected. Key. Optional. If left blank the system will return a list of solicitations starting with the first title in the database. If input, the list will start at the next nearest title specified.
Solicitation (Number)	14x10	Unprotected. Key. Optional. If left blank the system will start the list with the first solicitation number for the title specified. If input the system will return the list starting at the solicitation number specified.
Status (Code)	14x3	Protected. The status code of the solicitation as provided from the Solicitation table.
Status Code Title	14x30	Protected. The title of the status code as provided from the BTAB Table SB (Status Code - Solicitation).
Change Date	14x8	Protected. The date the status code was last changed.

STXL   **Solicitation Text Line Changes**

```
ENTER FUNCTION:  .......... TRANS: STXL
                                                      DATE:
 SOLICITATION TEXT LINE CHANGES TABLE                 TIME:
 KEY IS SOLICITATION NUMBER AND SOLICITATION TEXT REFERENCE    TERM:

 SOLICITATION NUMBER: .......... :
 STATUS CODE........:           :
 FROM TEXT REF.....: ......       TO TEXT REF...: ......
 TITLE:
 TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:     BASIC TEXT CHGD:

         ---------1---------2---------3---------4---------5---------6---------7
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
         ...................................................................
```

Purpose   The purpose of the Solicitation Text Line Changes table is to provide the user with the ability to change selected solicitation text for this solicitation. Text must have been designated for this solicitation through the STXT screen. This text will replace the special terms and conditions of the original text file for this solicitation only. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

Screen Characteristics   Add, Change, Delete/Insert and Inquire STXL Table.

Procedure Cross-Reference   Chapter 2 Solicitation Processing,

3.10 Attach Terms & Conditions And Specifications.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation for which text will be changed.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
From Text Ref	6	Unprotected. Key. Required. The reference number from the text file which has been designated for this solicitation through the STXT screen.
To Text Ref	6	Unprotected. Key. Must be blank for 'GET' Function. The reference number to the text file which has been designated for this solicitation through the STXT screen. Text references within the from/to text references constitute the text range to be used for this solicitation.
Title	70	Protected. The title of the text reference as provided from the Text table.
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.

Field Completion

Field	Size	Description
Basic Text Chgd	1	Protected. Indicates if the basic text from TXLN has been changed.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

STX2 THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:  ............ TRANS: STX2
                                                        DATE:
 SOLICITATION TEXT LINE CHANGES TABLE  #2               TIME:
 KEY IS SOLICITATION NUMBER AND SOLICITATION TEXT REFERENCE    TERM:

 SOLICITATION NUMBER:            :
 STATUS CODE........:            :
 FROM TEXT REF......:              TO TEXT REF...:
 TITLE:
 SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

 ACT     ---------1---------2---------3---------4---------5---------6---------7
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Solicitation Text Line Changes Table #2 is to provide the user with the ability to insert or delete lines of text from the Solicitation Text Line Changes (STXL) table. Access to this table can only be achieved by leafing from STXL. When appropriate action has been indicated, the system will automatically return to STXL when enter key is depressed to process the indicated action.

**Screen
Characteristics**   Delete/Insert STXL Table text lines.

**Procedure
Cross-Reference**   Chapter 2 Solicitation Processing,

3.10 Attach Terms & Conditions And Specifications.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. The number of the solicitation for which text will be changed.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
From Text Ref	6	Protected. The from reference number from the text file which has been designated for this solicitation through the STXT screen.
To Text Ref	6	Protected. The to reference number from the text file which has been designated for this solicitation through the STXT screen.
Title	70	Protected. The title of the text reference as provided from the Text table.
Scroll Action	1	Protected. The scroll action code carried forward from the STXL screen.
Line Number	4	Protected. The line number field carried forward from the STXL screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	9x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	9x70	Protected. A display of text carried forward from the STXL screen. Any change action will cause the screen to return to STXL with the appropriate action taken.

Field Completion

Field	Size	Description
Bond Co/Bank	35	Unprotected. The name of the bonding company.
Bid Bond Amount	9.2	Unprotected. The amount of the bid bond received from the vendor.
Bond/Check No	10	Unprotected. The bond or check number received from the vendor.
Bid Bond Expiration	8	Unprotected. The date the bid bond will expire.
Date Returned	8	Unprotected. Used to record the date the bid bond was returned to the vendor as applicable.
Ret Address 1	30	Unprotected. The first address line of the agency to return the bid bond.
Ret Address 2	30	Unprotected. The second address line of the agency to return the bid bond.
Ret Address 3	30	Unprotected. The third address line of the agency to return the bid bond.
Ret Address 4	30	Unprotected. The forth address line of the agency to return the bid bond.
Conference Attend 1-3	1	Unprotected. If input must be **Y** or **N**. Used to record whether vendor has or has not attended the conferences defined in SDO4.
Certificate Recvd 1-5	1	Unprotected. If input must be **Y** or **N**. Used to record whether certificates defined in SDO5 have or have not been received.
Number of Lines Bid	5	Protected. The number of lines the vendor bid.
Number of Lines Award	5	Protected. The number of lines awarded to the vendor.
User ID Last Change	4	Protected. The user ID of the person who last changed this record.
Date Last Changed	8	Protected. The date the last change was made to this record.

SVTX   **Solicitation Vendor Text Table**

```
ENTER FUNCTION:  ............ TRANS: SVTX
                                                        DATE:
 SOLICITATION VENDOR TEXT TABLE                         TIME:
 KEY IS SOLICITATION NUMBER AND VENDOR NUMBER           TERM:

 SOLICITATION NUMBER: .........   :
 SOLICITATION STATUS:             :
 VENDOR NUMBER......: ......... .. :
 VENDOR STATUS......:             :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3---------4---------5---------6---------7
        ...............................................................................
        ...............................................................................
        ...............................................................................
        ...............................................................................
        ...............................................................................
        ...............................................................................
        ...............................................................................
        ...............................................................................
        ...............................................................................
```

Purpose   The purpose of the Solicitation Vendor Text Table is to provide the user with the ability to record vendor information with respect to this solicitation. May be used by the buyer to record specific information about the vendor with respect to his solicitation. Format is free form and may be used by the buyer in any manner he pleases. Security is based on purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire SVTX Table.

Procedure
Cross-Reference   Chapter 2 Solicitation Processing;

9.3 Add Solicitation Vendor Text Table
9.4 Change Solicitation Vendor Text Table
9.5 Delete/Insert Solicitation Vendor Text Table
9.6 Inquire Solicitation Vendor Text Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. Specifies the solicitation number for which vendor text will be added, modified, or viewed.
Solicitation Title	40	Protected. The solicitation title as provided from the Solicitation table.
Solicitation Status	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the solicitation status code from BTAB Table SB (Status Code - Solicitation).
Vendor Number	11	Unprotected. Key. Required. Specifies the vendor number for which vendor text will be added, modified, or viewed.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Vendor Status	1	Protected. The current status of the vendor as provided from the Vendor table.
Vendor Status Title	30	Protected. An interpretation of the vendor status code from BTAB Table VS (Vendor Status Code).
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert D - Delete
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.

Field Completion

Field	Size	Description
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

SVT2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION:  .......... TRANS: SVT2
                                                          DATE:
  SOLICITATION VENDOR TEXT TABLE  #2                      TIME:
  KEY IS SOLICITATION NUMBER AND VENDOR NUMBER            TERM:

  SOLICITATION NUMBER:              :
  SOLICITATION STATUS:              :
  VENDOR NUMBER......:              :
  STATUS CODE........:              :
  SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

  ACT      ---------1---------2---------3---------4---------5---------6---------7
  ..
  ..
  ..
  ..
  ..
  ..
  ..
  ..
  ..
```

Purpose   The purpose of the Solicitation Vendor Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Solicitation Vendor Text Table #1 (SVTX). Access to this table can only be achieved by leafing from SVTX. When appropriate action has been indicated, the system will automatically return to SVTX upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert SVTX Table text lines.

**Procedure
Cross-Reference**   Chapter 2 Solicitation Processing,

                     9.5 Delete/Insert Solicitation Vendor Text Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. Specifies the solicitation number for which vendor text will be inserted or deleted.
Solicitation Title	40	Protected. The solicitation title as provided from the Solicitation table.
Solicitation Status	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the solicitation status code from BTAB Table SB (Status Code - Solicitation).
Vendor Number	11	Protected. Key. Specifies the vendor number for which vendor text will be inserted or deleted.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Vendor Status	1	Protected. The current status of the vendor as provided from the Vendor table.
Vendor Status Title	30	Protected. An interpretation of the vendor status code from BTAB Table VS (Vendor Status Code).
Scroll Action	1	Protected. Must be a valid scroll action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative
Line Number	4	Protected. Used with scroll action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.

Chapter 1 Concepts

OVERVIEW

Order Header
Table   The purposes of the order header table are:

- To provide a reference point for processing of order awards within AGPS

- To provide the user with the capability to add and maintain order header table records

- To provide the user with the capability to identify orders subject to periodic payment processing

- To provide a parent record for processing of related order commodity lines and accounting distribution record(s)

- To provide a reference point for inquiry of order award data, i.e., awarded vendor, award amount, solicitation/award codes, requisition number, etc.

Order Line Number
Table   The purposes of the order line number table are:

- To provide a reference point for processing of order commodity lines within AGPS

- To provide the user with the capability to add and maintain order line number table records

- To provide the user with the capability to identify the frequency and amount of periodic payment for order lines on a periodic payment order

- To provide a parent record for processing of related order accounting distribution record(s)

- To provide a reference point for creation of order quantity records to be used for order receipt, invoice and payment within AGPS

- To provide a reference point for inquiry of order line data, i.e., commodity number, unit of measure, unit price, etc.

Order Accounting
Distribution
Table   The purposes of the order accounting distribution table are:

Order Status   The order status code tells AGPS when to perform a task. After the task is performed, AGPS will indicate if the task was accomplished or not. The purchasing agency or buyer must set the status code for AGPS to process the order to the next step. When status codes are changed, AGPS creates a history record for each of the status code changes to show the order number, status code, and USERID making the change and date and time change was made.

Management   The AGPS order process provides excellent management tools to determine the status and history of each order. A special fast order entry transaction can be used to expedite an order in emergency or urgent situations.

Discussion of Transactions

Order Header Table (ORD4) This transaction is used to create and maintain order header information within AGPS. All data, i.e., order number, title, document type, paying agency, requisitioning agency, purchasing agency, etc., required for processing the order header may be entered using this transaction.

Order Line Number Table (OLI4) This transaction is used to enter and maintain all required data for award of a commodity on an order. The user may enter order number, line number, commodity, quantity, unit of measure, unit price, etc. required for processing of the order line within AGPS.

Order Accounting Distribution Table (OACG) This transaction is used for entry and maintenance of required encumbrance data for encumbrance processing of an order. The accounting method, accounting distribution, processing and amount of an encumbrance will be entered and maintained with use of this transaction.

Order Commodity Description Changes Table (OMOD) This transaction is used to retrieve commodity description form KMOD, OMOD, or CSPC and change that description for the order and order line without affecting that commodity description residing elsewhere within the system. Text is entered at the commodity level for processing. Prints as the commodity description on the price sheet.

Fast Order Entry Table (OFST) This transaction is used for entry and maintenance of multiple order records in AGPS. The user may enter and maintain the order header (ORDR), order line (OLIN), order description change (OMOD) and order accounting distribution records (OACG) with this transaction within AGPS.

Order Notes Table (ONTE) This transaction is used to provide the user the capability to record and maintain notes relating to the processing and circumstances surrounding an order processed in AGPS. Text is free form and seventy characters in length by text line. Up to 9999 lines of text with 699,930 characters of text may be entered and maintained. This text does not print.

Order Vendor
Text Table
(OVTX)

This transaction is used to provide the user the capability to record vendor information with respect to a specific order line in AGPS. Information may relate to delivery, shipping, packaging, etc. This is also free form text with forty characters per text line. Up to 9999 lines of text with 399,960 characters of text may be entered and maintained. This text prints after the commodity description on the price sheet.

Chapter 2 Procedures

Cross-Reference   Steps

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error
messages at the bottom of the transaction screen. Clear the error
conditions identified and press RETURN/ENTER. If no error(s) exists,
AGPS will display 'ALL LINES CHANGED'.

1.10 Change Order Notes

Overview   The AGPS user is provided the capability to maintain notes relating to a specific order in
                      AGPS.   Notes may pertain to processing, delivery instruction , packaging, vendor
                      performance, etc. This is accomplished by use of the ONTE screen.

Inputs   ●   Required order number

                      ●   Required changes to notes text

Outputs   ●   Update of ONTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the order number for which the user will change notes text and the
                               required change to text.

                      2.   Change ONTE record in AGPS.

ORDR 4: ONTE   a.   If you are not in the ONTE screen, type **ONTE** in the Function Line
                                          and press RETURN/ENTER.

                                 b.   Type **G (GET)** in the Function Line.

                                 c.   Using Tab Key, move to Order Number field and type desired order
                                          number.

                                 d.   Using Tab Key, move to Text Action field and type desired text action.
                                          See Section 15, Miscellaneous Processing, General Text Processing,
                                          Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines.
                               If text is present, the text should be formatted to the screen.

                               NOTE: If an error condition exists, AGPS will display the appropriate error
                                          messages at the bottom of the transaction screen.   Clear the error
                                          conditions identified and press RETURN/ENTER. If no error(s) exists,
                                          AGPS will display requested text record.

                                 a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps
_____

          b.   Using Tab Key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

    4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.11 Delete/Insert Order Notes

Overview   The AGPS user is provided the capability to delete and/or insert text lines of notes relating to a specific order in AGPS. Notes may pertain to processing, delivery instruction , packaging, vendor performance, etc. This is accomplished by use of the ONTE screen.

Inputs   ●   Required order number

                  ●   Required text line action code

                  ●   Required text action

                  ●   Required change to text

Outputs   ●   Update of ONTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                  1.   Determine the order number for which the user will delete/insert notes text and the required change to text.

                  2.   Delete/Insert text lines in ONTE records.

ORDR 4: ONTE   a.   If you are not in the ONTE screen, type **ONTE** in the Function Line and press RETURN/ENTER.

                      b.   Type **G (GET)** in the Function Line.

                      c.   Using Tab Key, move to Order Number field and type desired order number.

                      d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                  3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

                        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

                      a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference	Steps

> b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
>
> c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

> NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.
>
> **X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.
>
> **I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

> a. If inserting text, type **C (CHANGE)** in the function line.
>
> b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
>
> c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

> NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.12 Inquire Order Notes

Overview   The AGPS user is provided the capability to inquire text lines of notes relating to a specific order in AGPS. This is accomplished by use of the ONTE screen.

Inputs   ●   Required order number

                      ●   Required text action

Outputs   ●   Display of requested ONTE Table text lines

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the order number for which the user will inquire text.

                      2.   Inquire ONTE record text.

ORDR 4: ONTE   a.   If you are not in the ONTE screen, type **ONTE** in the Function Line and press RETURN/ENTER.

                             b.   Type **G (GET)** in the Function Line.

                             c.   Using Tab Key, move to Order Number field and type desired order number.

                             d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER.

                             NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

2.5 Change Order Vendor Text Table

Overview   The AGPS user is provided the capability to change vendor text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OVTX screen.

Inputs   ●   Required order number

                      ●   Required order line number

                      ●   Required changes to vendor text

Outputs   ●   Updated OVTX Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the order line for which vendor text will be changed and the text to be entered into order vendor text.

                      2.   Change OVTX record into AGPS.

ORDR 4: OVTX   a.   If you are not in the OVTX screen, type **OVTX** in the Function Line and press RETURN/ENTER.

                             b.   Type **G (GET)** in the Function Line.

                             c.   Using Tab Key, move to Order Number field and type desired order number.

                             d.   Using Tab Key, move to Order Line field and type desired order line number.

                             e.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                             NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

Cross-Reference   Steps
_____

          a.   Type **C (CHANGE)** in the Function Line.

          b.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.6 Delete/Insert Order Vendor Text Table

Overview   The AGPS user is provided the capability to delete/insert lines of text for vendor text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OVTX screen.

Inputs
- Required order number
- Required order line number
- Required text line action code
- Required changes to vendor text

Outputs
- Updated OVTX Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the order line number for which the user will delete/insert line text and the required change to text.

2.   Delete/Insert text lines in OVTX records.

ORDR 4: OVTX   a.   If you are not in the OVTX screen, type **OVTX** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using Tab Key, move to Order Number field and type desired order number.

d.   Using Tab Key, move to Order Line field and type desired order line number.

e.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

<u>Cross-Reference</u>   Steps

> NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

   a.   Type **C (CHANGE)** in the Function Line.

   b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

   c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

> NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.
>
> **X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.
>
> **I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

   a.   If inserting text, type **C (CHANGE)** in the function line.

   b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

   c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines

Cross-Reference   Steps
_____

and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.7 Inquire Order Vendor Text Table

Overview   The AGPS user is provided the capability to inquire vendor text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OVTX screen.

Inputs   ●   Required order number

                  ●   Required order line number

Outputs   ●   Updated OVTX Table

Completing
The Procedure

Cross-Reference   Steps

                  1.   Determine the order line for which vendor text will be inquired.

                  2.   Inquire OVTX record into AGPS.

ORDR 4: OVTX   a.   If you are not in the OVTX screen, type **OVTX** in the Function Line and press RETURN/ENTER.

                         b.   Type **G (GET)** in the Function Line.

                         c.   Using Tab Key, move to Order Number field and type desired order number.

                         d.   Using Tab Key, move to Order Line field and type desired order line number.

                         e.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                  3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

2.9 Change Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to change commodity specification text
regarding a specific order line in AGPS. Information may be special shipping or
packaging, marking instructions, etc. This is accomplished by use of the OMOD screen.

Inputs   ●   Required order number

              ●   Required order line number

              ●   Required changes to commodity specification text

Outputs   ●   Updated OMOD Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the order line for which commodity specification text will be
changed and the text to be entered into order commodity specification text.

2.   Change OMOD record into AGPS.

ORDR 4: OMOD   a.   If you are not in the OMOD screen, type **OMOD** in the Function Line
and press RETURN/ENTER.

          b.   Type **G (GET)** in the Function Line.

          c.   Using Tab Key, move to Order Number field and type desired order
number.

          d.   Using Tab Key, move to Order Line field and type desired order line
number.

          e.   Using Tab Key, move to Text Action field and type desired text action.
See Section 15, Miscellaneous Processing, General Text Processing,
Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines.
If text is present, the text should be formatted to the screen.

          NOTE: If an error condition exists, AGPS will display the appropriate error
messages at the bottom of the transaction screen. Clear the error
conditions identified and press RETURN/ENTER. If no error(s) exists,
AGPS will display requested text record.

Cross-Reference   Steps

           a.   Type **C (CHANGE)** in the Function Line.

           b.   Using Tab Key, move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

           c.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

    4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.10 Delete/Insert Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to delete/insert lines of text for commodity specification text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OMOD screen.

Inputs   ● Required order number

● Required order line number

● Required text line action code

● Required changes to commodity specification text

Outputs   ● Updated OMOD Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the order line number for which the user will delete/insert line text and the required change to text.

2. Delete/Insert text lines in OMOD records.

ORDR 4: OMOD   a. If you are not in the OMOD screen, type **OMOD** in the Function Line and press RETURN/ENTER.

b. Type **G (GET)** in the Function Line.

c. Using Tab Key, move to Order Number field and type desired order number.

d. Using Tab Key, move to Order Line field and type desired order line number.

e. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

Cross-Reference   Steps
_____   _____

                              NOTE: If an error condition exists, AGPS will display the appropriate error
                                     messages at the bottom of the transaction screen. Clear the error
                                     conditions identified and press RETURN/ENTER. If no error(s) exists,
                                     AGPS will display requested test record.

                          a.   Type **C (CHANGE)** in the Function Line.

                          b.   Using the TAB key, move to the Text Action field and type **X (to
                                   delete)**, OR **I (to insert)**.

                          c.   Using the TAB key, move to the Line Number field and enter the text
                                   line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4,
                                   or ALL (all lines)) **or**, if inserting text, insert the text line number after
                                   which text is to be inserted.

            4.   Press RETURN/ENTER.

                              NOTE: If an error condition exists, AGPS will display the appropriate error
                                     messages at the bottom of the transaction screen. Clear the error
                                     conditions identified and press RETURN/ENTER. If no error(s) exists,
                                     AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

                                     X will result in the deletion of the text line numbers specified in the
                                     Line Number field. If the action was **X**, the text screen will return with
                                     all lines that were not deleted. If the action was "X ALL", skip to step
                                     4.c. Before using the "X ALL" function, please be sure you do not need
                                     the text.

                                     I indicates that the user desires to insert line(s) of text after the line of
                                     text identified in the Line Number field. If the action was **I**, the text
                                     screen will return with the line identified in the line number field
                                     followed by blank (null (.)) lines ready for text to be entered.
                                     Remember, the line number is the position of the line on the screen, and
                                     will be one or more of the numbers 1 through 9.

                          a.   If inserting text, type **C (CHANGE)** in the function line.

                          b.   Using the TAB key, move to the first null (.) line and type desired text.
                                   A null (.) line cannot exist between text lines, (.) must be spaced out.
                                   Skip to step 5.

                          c.   If overwriting existing text, with "CHANGE" still in the Function Line,
                                   tab to the Line Number field and enter "UPLD". The UPLD process is
                                   required for text screens that pull a text description from a text data
                                   base (i.e. commodity data base CSPC or text data base TXLN). When
                                   using screens that access these text data bases (i.e. RMOD - OMOD -
                                   OCMD - KMOD - STXL) and the user needs to delete ALL text lines

Cross-Reference   Steps

                               and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

              NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.11 Inquire Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to inquire commodity specification text regarding a specific order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OMOD screen.

Inputs   ●   Required order number

                    ●   Required order line number

Outputs   ●   Updated OMOD Table

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine the order line for which commodity specification text will be inquired.

                    2.   Inquire OMOD record into AGPS.

ORDR 4: OMOD   a.   If you are not in the OMOD screen, type **OMOD** in the Function Line and press RETURN/ENTER.

                            b.   Type **G (GET)** in the Function Line.

                            c.   Using Tab Key, move to Order Number field and type desired order number.

                            d.   Using Tab Key, move to Order Line field and type desired order line number.

                            e.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                    3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                            NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

Chapter 4 Documents

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Specifies the order number for which a line is to be inquired. If left blank the system will return an inquiry screen starting with the first order number in the database.
Title	40	Protected. The title of the order as provided from the Order table.
Line	5	Unprotected. Key. Specifies the line number to be inquired. If left blank on inquiry the system will return the first line number for the order number specified.
Commodity	11	Protected. Reflects the commodity code for the item ordered.
Status	3	Protected. Inferred order line status code.
GFS Error Codes (1-4)	5	Protected. Inferred AFS Inventory reject reason codes for the order line. Will be displayed on stock orders and stock replenishment order resulting in an update error in the AFS INVN database.

OMOD   Order Commodity Description Changes

```
ENTER FUNCTION: ........... TRANS:  OMOD
                                                          DATE:
ORDER COMMODITY DESCRIPTION CHANGES TABLE                 TIME:
KEY IS ORDER NUMBER AND ORDER LINE                        TERM:

ORDER NUMBER.......: .......... :
ORDER LINE.........: ....          COMMODITY CODE:
LINE STATUS........:          :
TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:       BASIC TEXT CHGD:

        TYPE      ----1------2----3----4
         .        .......................................
         .        .......................................
         .        .......................................
         .        .......................................
         .        .......................................
         .        .......................................
         .        .......................................
         .        .......................................
         .        .......................................
```

Purpose

The purpose of the Order Commodity Description Changes table is to allow the user to make changes and inquires to the commodity specification for a given order. These modifications will be used by the system in place of the original commodity specifications for any further processing of this order. Access to this screen is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire OMOD Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing;

2.8 Add Order Commodity Description Changes Table
2.9 Change Order Commodity Description Changes Table
2.10 Delete/Insert Order Commodity Description Changes Table
2.11 Inquire Order Commodity Description Changes Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number for which commodity specifications will be inquired.
Order Line	5	Unprotected. Key. Required. Specifies the order line number for which commodity specifications will or viewed.
Commodity Code	11	Protected. Inferred commodity code of listed order line.
Line Status	3	Protected. The status code of the order line.
Line Status Title	30	Protected. An interpretation of the status Title code from BTAB Table SO (Status Code - Order).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

    T - Top
    B - Bottom
    U - Page up
    D - Page down
    R - Relative
     I - Insert
    X - Delete

Field	Size	Description
Line Number	4	Unprotected. Key. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates if OMOD has been processed for that order line.
Type	1	Unprotected. Describes the type of commodity description lines:

Field Completion

Field	Size	Description
		C - Item description
		D - Extended description
		E - Packaging and shipping
		F - Buyer notes.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

OMO2   THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION: ........... TRANS:  OMO2
                                                     DATE:
ORDER COMMODITY DESCRIPTION CHANGES TABLE  #2        TIME:
KEY IS ORDER NUMBER AND ORDER LINE                   TERM:

ORDER NUMBER.......: .......... :
ORDER LINE.........: .....         COMMODITY CODE:
LINE STATUS........:           :
SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

ACT    TYPE       ----1-----2-----3-----4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Order Commodity Description Changes Table #2 is to provide the user
with the ability to insert or delete lines of text from the Order Specification Changes Table #1
(OMOD). Access to this table can only be achieved by leafing from OMOD. When
appropriate action has been indicated, the system will automatically return to OMOD upon
depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert OMOD Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                       2.10 Delete/Insert Order Commodity Description Changes Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Protected. Key. Specifies the order number for which commodity specifications will be updated.
Order Line	5	Protected. Key. Specifies the order line number for which commodity specifications will or updated.
Commodity Code	11	Protected. Inferred commodity code of listed order line.
Line Status	3	Protected. The status code of the order line.
Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Scroll Action	1	Protected. The scroll action code carried forward from the OMOD screen.
Line Number	4	Protected. Key. Used with scroll action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Type	1	Protected. Describes the type of commodity description lines: C - Item description D - Extended description E - Packaging and shipping F - Buyer notes.
Action Code	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the OMOD screen. Any change action will cause the screen to return to OMOD with the appropriate action taken.

ONTE   Order Notes

```
ENTER FUNCTION: ........... TRANS:  ONTE
                                                       DATE:
ORDER NOTES TABLE : KEY IS ORDER NUMBER                TIME:
                                                       TERM:
ORDER NUMBER.......: ..........
DESCRIPTION LINE 1.:
DESCRIPTION LINE 2.:
ORDER STATUS.......:         :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ----1-----2-----3----4-----5----6-----7
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
```

Purpose   The purpose of the Order Notes table is to provide the user with the capability to record notes about a given order. The text format is free form and can be used in any manner that the user desires. Use of this screen would generally be to record information about the order in general. Such information would not generally be found in other text areas. ONTE should be considered an electronic note pad for use by the person placing the order. Access is granted to those orders for which the user has security access.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire ONTE Table.

Procedure
Cross-Reference   Chapter 2 Order Processing;

1.9 Add Order Notes
1.10 Change Order Notes
1.11 Delete/Insert Order Notes
1.12 Inquire Order Notes

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number for which text will be generated or viewed.
Description Line 1	40	Protected. The first order title line as provided from the Order table.
Description Line 2	40	Protected. The second order title line as provided from the Order table.
Order Status	3	Protected. The status code of the order.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

     T - Top
     B - Bottom
     U - Page up
     D - Page down
     R - Relative
     I - Insert
     X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

ONT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ........... TRANS:  ONT2
                                                           DATE:
ORDER NOTES TABLE  #2 : KEY IS ORDER NUMBER                TIME:
                                                           TERM:
ORDER NUMBER.......: ..........
DESCRIPTION LINE 1.:
DESCRIPTION LINE 2.:
ORDER STATUS.......:        :
SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

ACT     -------1--------2--------3---------4-----------5---------6-----------7
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Order Notes Table #2 is to provide the user with the ability to insert or
                       delete lines of text from the Order Notes Table #1 (ONTE). Access to this table can only be
                       achieved by leafing from ONTE. When appropriate action has been indicated, the system
                       will automatically return to ONTE upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert ONTE Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                       1.11 Delete/Insert Order Notes.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Protected. Specifies the order number for which text will be changed or deleted.
Description Line 1	40	Protected. The first order title line as provided from the Order table.
Description Line 2	40	Protected. The second order title line as provided from the Order table.
Order Status	3	Protected. The status code of the order.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
Scroll Action	1	Protected. The scroll action code carried forward from the ONTE screen.
Line Number	4	Protected. Indicates the line number of ONTE.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	70	Protected. A display of text carried forward from the ONTE screen. Any change action will cause the screen to return to ONTE with the appropriate action taken.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor	11	Unprotected. Key. If left blank the system will start with the first vendor in the table. If input the system will return the list for the vendor number requested.
Vendor Title	40	Protected. The name of the vendor from the VEND table.
Order	10	Unprotected. Key. If left blank the system will start with the first order for the vendor indicated. If input the system will return the list starting at the order indicated.
Order Title	40	Protected. The title of the order number from the ORDR table.

OVTX **Order Vendor Text Table #1**

```
ENTER FUNCTION: ........... TRANS:  OVTX
                                                        DATE:
ORDER VENDOR TEXT TABLE                                 TIME:
KEY IS ORDER NUMBER AND ORDER LINE                      TERM:

ORDER NUMBER.......: .......... :
ORDER LINE.........: .....
LINE STATUS........:             :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3--------4
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
```

Purpose   The purpose of the Order Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific order line. Text found here was transcribed from the requisition vendor text table and can be further edited as desired by the user. Text entered at this point will be carried forward to and printed as part of the corresponding order line. Format is free form and will be printed exactly as the user enters it here. Access is granted to those orders for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire OVTX Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing;

                     2.4 Add Order Vendor Text Table
                     2.5 Change Order Vendor Text Table
                     2.6 Delete/Insert Order Vendor Text Table
                     2.7 Inquire Order Vendor Text Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number for which vendor text will be added or viewed.
Order Title	40	Protected. The order title as provided from the Order table.
Order Line	5	Unprotected. Key. Required. Specifies the order line number for which vendor text will be added or viewed.
Line Status	3	Protected. The status for the line from the OLIN table.
Line Status Title	30	Protected. As interpreted from BTAB Table SO (Status Code - Order).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

OVT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ........... TRANS:  OVT2
                                                        DATE:
ORDER VENDOR TEXT TABLE  #2                              TIME:
KEY IS ORDER NUMBER AND ORDER LINE                      TERM:

ORDER NUMBER.......: .......... :
ORDER LINE.........: .....
LINE STATUS........:             :
SCROLL ACTION......:    LINE NUMBER:      LINE TOTAL:

ACT      ---------1--------2---------3---------4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Order Vendor Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Order Vendor Text Table #1 (OVTX). Access to this table can only be achieved by leafing from OVTX. When appropriate action has been indicated, the system will automatically return to OVTX upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert OVTX Table.

**Procedure
Cross-Reference**   Chapter 2 Order Processing,

                         2.6 Delete/Insert Order Vendor Text Table.

Chapter 1 Concepts

OVERVIEW

Order Change
Table

The purposes of the order change table are:

● To provide a reference point for processing of order change within AGPS

● To provide the user with the capability to add and maintain order change table records

● To provide the user with the capability to identify type of order change being processed

● To provide a parent record for processing of related order change commodity lines and accounting distribution record(s)

● To provide a reference point for inquiry of order change data, i.e., change amount, type change, change number, etc.

Order Liquidation
Table

The purposes of the order liquidation table are:

● To provide a reference point for processing of order liquidation within AGPS

● To provide the user with the capability to add and maintain order liquidation table records

● To provide a record for processing of related accounting transaction to accounting for liquidation of the balance of encumbrance of the order

● To provide the user the capability to record and maintain text relating to the order liquidation processed in AGPS

● To provide a reference point for inquiry of order liquidation data, i.e., change amount, change number, etc.

Change Order Line
Number

The purposes of the change order line number table are:

● To provide a reference point for processing of change order commodity lines within AGPS

● To provide the user with the capability to add and maintain change order line number table records

Discussion of Transactions

Order Change
Table (OCHG)

This transaction screen is used for creating and maintaining the change order header record. Functions allowed are add, change, and inquire.

Change Line
Number (OCLN)

This transaction screen is used for add and maintenance of change order commodity line records in AGPS. On add of a change for an existing order line, it will retrieve line data from the existing OLIN record. If adding a new line, the user will process as if adding a new order line in the OLIN Table.

Change Order
Accounting
Distribution
(OCAC)

This transaction screen is used for add and maintenance of order change accounting distribution record(s). If a change to an existing order accounting distribution, the accounting method and accounting distribution data will be retrieved from the base (Change Number = 00) record. If the user is adding a new accounting line (Change Number = 00) with this screen, processing will be like that of the OACG base record.

Change Order
Commodity
Description
Changes Table
(OCMD)

This transaction screen functions exactly like the OMOD screen but is used exclusively for commodity description changes to change order commodity lines.

Change Order
Text
(OCTX)

This transaction screen is used for creation and maintenance of change order text that will print on the change order document(s) for the change action. This is a standard text screen. See Section 15 Miscellaneous, General Text Processing for further discussion of detail processing functions.

Order Liquidation
Table (OPLQ)

This transaction screen functions like the OCHG screen, CNX transaction, but is used to liquidate the balance of any funds remaining in accounting for a specified order, and does not affect order quantity.

Chapter 2 Procedures

Function
Overview

The purpose of this section is to define the procedures for processing order changes. Order changes may be issued to administratively correct the order, delete lines from the order, add lines to the order, adjust the accounting information or any combination of these.

An order must have been printed and active before a change can be issued.

To issue an order change:

- Create an order change record via OCHG

- Add order change text as needed via OCTX

- If needed, create order change lines to add or delete lines from the order via OCLN. If the line existed on the original order, only the quantity, unit price and shipping location can be changed.

- If needed, create order change accounting lines to increase or decrease accounting information via OCAC. If OCAC build is set to 'Y', the system will build the OCAC(s).

- Set the order change status code on OCHG to encumber the change.

- Set the order change status code on OCHG to print a final change.

- Receive the printed change, sign and distribute.

To add order change text, using the OCTX transaction follow the instructions as stated in this chapter.

To add order change lines (whether or not the line existed on the original order), the user will use the OCLN transaction. After a successful add, change the status code to 405.

Commodity descriptive text may be modified using the OCMD transaction and the instructions as stated in this chapter.

To add accounting information, the user will use the OCAC transaction, unless OCAC build is set to 'Y'.

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may have been manually added to the PAPV table by the user. Before the order change can be processed to the next step, all approval records in the PAPV Table must be approved or canceled. See Section 13, Electronic Approvals Processing for a detailed description of the approval process.

Cross-Reference   Steps

        b.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.5 Change Order Change Text

Overview   The AGPS user is provided the capability to maintain text relating to a specific order change in AGPS. Text may pertain to processing, delivery instruction , packaging, vendor performance, etc. This is accomplished by use of the OCTX screen.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required changes to change text

Outputs   ●   Update of OCTX Table

**Completing
The Procedure**

Cross-Reference   Steps
_____   _____

                      1.   Determine the order change number for which the user will change text and the required change to text.

                      2.   Change OCTX record in AGPS.

OCHG 4: OCTX   a.   If you are not in the OCTX screen, type **OCTX** in the Function Line and press RETURN/ENTER.

                               b.   Type **G (GET)** in the Function Line.

                               c.   Using Tab Key, move to Order Number field and type desired order number.

                               d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                             NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

Cross-Reference   Steps

      a. Type **C (CHANGE)** in the Function Line.

      b. Using Tab Key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

  4. Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.6 Delete/Insert Order Change Text

Overview   The AGPS user is provided the capability to delete and/or insert text lines of change text
relating to a specific order change in AGPS. Text may pertain to processing, delivery
instruction , packaging, vendor performance, etc. This is accomplished by use of the OCTX
screen.

Inputs   ●   Required order number

●   Required order change number

●   Required text line action code

●   Required text action

●   Required change to text

Outputs   ●   Update of OCTX Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the order change number for which the user will delete/insert change text
and the required change to text.

2.   Delete/Insert text lines in OCTX records.

OCHG 4: OCTX   a.   If you are not in the OCTX screen, type **OCTX** in the Function Line and
press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using Tab Key, move to Order Number field and type desired order
number.

d.   Using Tab Key, move to Text Action field and type desired text action.
See Section 15, Miscellaneous Processing, General Text Processing,
Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines
of text.

Cross-Reference   Steps
_____   _____

                        NOTE: If an error condition exists, AGPS will display the appropriate error
                                messages at the bottom of the transaction screen. Clear the error
                                conditions identified and press RETURN/ENTER. If no error(s) exists,
                                AGPS will display requested test record.

                        a.   Type **C (CHANGE)** in the Function Line.

                        b.   Using the TAB key, move to the Text Action field and type **X (to delete)**,
                                OR **I (to insert)**.

                        c.   Using the TAB key, move to the Line Number field and enter the text
                                line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or
                                ALL (all lines)) **or**, if inserting text, insert the text line number after which
                                text is to be inserted.

            4.   Press RETURN/ENTER.

                        NOTE: If an error condition exists, AGPS will display the appropriate error
                                messages at the bottom of the transaction screen. Clear the error
                                conditions identified and press RETURN/ENTER. If no error(s) exists,
                                AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

                                X will result in the deletion of the text line numbers specified in the Line
                                Number field. If the action was **X**, the text screen will return with all lines
                                that were not deleted. If the action was "X ALL", skip to step 4.c. Before
                                using the "X ALL" function, please be sure you do not need the text.

                                I indicates that the user desires to insert line(s) of text after the line of text
                                identified in the Line Number field. If the action was **I**, the text screen
                                will return with the line identified in the line number field followed by
                                blank (null (.)) lines ready for text to be entered. Remember, the line
                                number is the position of the line on the screen, and will be one or more of
                                the numbers 1 through 9.

                        a.   If inserting text, type **C (CHANGE)** in the function line.

                        b.   Using the TAB key, move to the first null (.) line and type desired text. A
                                null (.) line cannot exist between text lines, (.) must be spaced out. Skip to
                                step 5.

                        c.   If overwriting existing text, with "CHANGE" still in the Function Line,
                                tab to the Line Number field and enter "UPLD". The UPLD process is
                                required for text screens that pull a text description from a text data base
                                (i.e. commodity data base CSPC or text data base TXLN). When using

Cross-Reference	Steps

    screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.7 Inquire Order Change Text

Overview   The AGPS user is provided the capability to inquire text lines of text relating to a specific order change in AGPS. This is accomplished by use of the OCTX screen.

Inputs   ● Required order number

               ● Required order change number

               ● Required text action

Outputs   ● Display of requested OCTX Table text lines

**Completing
The Procedure**

Cross-Reference   Steps

               1.   Determine the order change number for which the user will inquire text.

               2.   Inquire OCTX record text.

OCHG 4: OCTX   a.   If you are not in the OCTX screen, type **OCTX** in the Function Line and press RETURN/ENTER.

                         b.   Type **G (GET)** in the Function Line.

                         c.   Using Tab Key, move to Order Number field and type desired order number.

                         d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

               3.   Press RETURN/ENTER.

                     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

2 ADD/CHANGE ORDER CHANGE LINE RECORDS

2.1 Add Order Change Line Number

Overview   The AGPS user is provided the capability to add individual order change lines for an existing order change in AGPS. This is accomplished by use of the OCLN screen.

Inputs

- Required order number

- Required order change number

- Required order/order change line number

- Required commodity number

- Required inventory item number if stock request/replenishment

- Required order quantity

- Required order unit of measure

- Required order unit price

Outputs

- Updated OCLN Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine order line to be changed or order change commodities to be added and the order change to be added to.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

OCHG 4: OCHG   **Order Change No.**, combined with order number, must be a valid and active order change record in the OCHG Table.

ORDR 4: OLI4
OCHG 4: OCLN   **Change Line Number**, combined with order number or order change no., must be key to a valid and active order line record in the OLIN or OCLN Table.

Cross-Reference	Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

a. Type **C (CHANGE)** in the Function Line.

b. Using Tab Key, move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

c. Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.5 Change Change Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to change commodity description text regarding a specific change order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OCMD screen.

Inputs   ● Required order number

                      ● Required order change number

                      ● Required change order line number

                      ● Required changes to commodity specification text

Outputs   ● Updated OCMD Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the change order line for which commodity description text will be changed and the text to be entered into change order commodity description text.

                      2.   Change OCMD record into AGPS.

OCHG 4: OCMD   a.   If you are not in the OCMD screen, type **OCMD** in the Function Line and press RETURN/ENTER.

                            b.   Type **G (GET)** in the Function Line.

                            c.   Using Tab Key, move to Order Number field and type desired order number.

                            d.   Using Tab Key, move to Change Order No field and type desired change order number.

                            e.   Using Tab Key, move to Change Line field and type desired change order line number.

                            f.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

Cross-Reference _____ Steps _____

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

        a.   Type **C (CHANGE)** in the Function Line.

        b.   Using Tab Key, move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

        c.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.6 Delete/Insert Change Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to delete/insert lines of text for commodity description text regarding a specific change order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OCMD screen.

Inputs   ●   Required order number

                                 ●   Required order change number

                                 ●   Required change order line number

                                 ●   Required text line action code

                                 ●   Required changes to commodity specification text

Outputs   ●   Updated OCMD Table

**Completing
The Procedure**

Cross-Reference	Steps

                                 1.   Determine the change order line number for which the user will delete/insert line text and the required change to text.

                                 2.   Delete/Insert text lines in OCMD records.

OCHG 4: OCMD   a.   If you are not in the OCMD screen, type **OCMD** in the Function Line and press RETURN/ENTER.

                                           b.   Type **G (GET)** in the Function Line.

                                           c.   Using Tab Key, move to Order Number field and type desired order number.

                                           d.   Using Tab Key, move to Change Order No field and type desired change order number.

                                           e.   Using Tab Key, move to Change Line field and type desired change order line number.

Cross-Reference	Steps

      f.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

      a.   Type **C (CHANGE)** in the Function Line.

      b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

      c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

           X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

           I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

      a.   If inserting text, type **C (CHANGE)** in the function line.

Cross-Reference   Steps

          b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

          c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

    5.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.7 Inquire Change Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to inquire commodity description text regarding a specific change order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OCMD screen.

Inputs
- Required order number
- Required order change number
- Required change order line number

Outputs
- Updated OCMD Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the change order line for which commodity description text will be inquired.

2.   Inquire OCMD record into AGPS.

OCHG 4: OCMD   a.   If you are not in the OCMD screen, type **OCMD** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using Tab Key, move to Order Number field and type desired order number.

d.   Using Tab Key, move to Change Order No field and type desired change order number.

e.   Using Tab Key, move to Change Line field and type desired change order line number.

f.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

<u>Cross-Reference</u>   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

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Chapter 4 Documents

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Specifies the order number to which a order change line is to be inquired. If left blank the system will return an inquiry screen starting with the first order number in the database.
Order Change	2	Unprotected. Key. Specifies the order change number to be inquired. May be blank on inquiry. If left blank on inquiry, system will return with the first change number in the database for the specified order number.
Title	40	Protected. The title of the order as provided from the Order table.
Line	5	Unprotected. Key. Specifies the order change line number to be inquired. May be blank on inquiry. If left blank on inquiry, the system will return the first line number for the specified order number and change number.
Commodity	11	Protected. Reflects the commodity code for the item ordered.
Status	3	Protected. Inferred order change line number status.
GFS Error Codes (1-4)	5	Protected. Reflects the AFS Inventory reject reason codes. Will be displayed on orders for stock request or stock replenishment that have resulted in an update error in the AFS INVN database.

OCMD   Order Change Commodity Description Changes Table

```
ENTER FUNCTION: ............ TRANS:  OCMD
                                                      DATE:
ORDER CHANGE COMMODITY DESCRIPTION CHANGES TABLE          TIME:
KEY IS ORDER NUMBER, CHANGE ORDER NUMBER AND CHANGE LINE # TERM:

ORDER NUMBER.......: .......... :
DOCUMENT TYPE......: :            :
CHANGE ORDER NO....: ..   CHG ORD STATUS:     :
CHANGE LINE NUMBER.: .....   STATUS CODE:    NEW LINE:    CONTRACT LN:
TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:     BASIC TEXT CHGD:

        TYPE      ---------1---------2---------3---------4
         .        ..........................................
         .        ..........................................
         .        ..........................................
         .        ..........................................
         .        ..........................................
         .        ..........................................
         .        ..........................................
         .        ..........................................
         .        ..........................................
```

Purpose   The purpose of the Order Change Commodity Description Changes Table is to allow the user to make changes and inquiries to the commodity description for a given order change. These modifications will be used by the system in place of the original commodity specifications for any further processing of this order change. Access to this screen is granted only to those orders for which the user has security access.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire OCMD Table.

Procedure
Cross-Reference   Chapter 2 Order Change Processing;

                      2.4 Add Order Change Commodity Description Changes Table
                      2.5 Order Change Commodity Description Changes Table
                      2.6 Delete/Insert Order Change Commodity Description Changes Table
                      2.7 Inquire Order Change Commodity Description Changes Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number for which commodity specifications will be inquired.
Order Title	40	Protected. Title line 1 from ORDR Table.
Document Type	3	Protected. Order Document Type from ORDR.
Document Type Title	35	Protected. Interpreted title from BTAB Table DO (Document Type Order).
Change Order No	2	Unprotected. Key. Required. OCHG Number.
Chg Ord Status	1	Protected. OCHG status code.
Change Order Status Title	30	Protected. Interpreted title of OCHG Status Code from BTAB Table.
Change Line Number	5	Unprotected. OCLN line number.
Status Code	3	Protected. OCLN status.
New Line	1	Protected. OCLN new line indicator.
Contract Ln	5	Protected. Contract line number if commodity is on contract.
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

      T - Top
      B - Bottom
      U - Page up
      D - Page down
      R - Relative
      I - Insert
      X - Delete

Field Completion

Field	Size	Description
Line Number	4	Unprotected. Key. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates if OCMD text has been entered for this line text record.
Type	9x1	Unprotected. Describes the type of commodity description lines: B - Sub-Class description C - Item description D - Extended description E - Packaging and shipping F - Buyer notes.
Text Line	9x40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

OCM2   THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION: ............ TRANS:  OCM2
                                                          DATE:
CHANGE ORDER COMMODITY DESCRIPTION CHANGES TABLE #2       TIME:
KEY IS ORDER NUMBER, CHANGE ORDER NUMBER AND CHANGE LINE # TERM:

ORDER NUMBER.......:             :
DOCUMENT TYPE......:             :
CHANGE ORDER NO....:    CHG ORD STATUS:     :
CHANGE LINE NUMBER.:         STATUS CODE:     NEW LINE:    CONTRACT LN:
SCROLL ACTION......:   LINE NUMBER:     LINE TOTAL:


ACT    TYPE       ---------1---------2---------3---------4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Order Change Commodity Description Changes Table #2 is to provide
                       the user with the ability to insert or delete lines of text from the Order Change Description
                       Changes Table (OCMD). Access to this table can only be achieved by leafing from OCMD.
                       When appropriate action has been indicated, the system will automatically return to OCMD
                       upon depressing return/enter key to process the indicated action.

Screen
Characteristics   Delete/Insert OCMD Table.

Procedure
Cross-Reference   Chapter 2 Order Change Processing,

                       2.6 Delete/Insert Order Change Commodity Description Changes Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Protected. Key. Specifies the order number for which commodity specifications will be updated.
Order Title	40	Protected. Title line 1 from ORDR Table.
Document Type	3	Protected. Order Document Type from ORDR.
Document Type Title	35	Protected. Interpreted title from BTAB Table DO (Document Type Order).
Change Order No.	2	Protected. Key. Required. OCHG Number.
Chg Ord Status	1	Protected. OCHG status code.
Change Order Status Title	30	Protected. Interpreted title of OCHG Status Code from BTAB Table.
Change Line Number	5	Protected. OCLN line number.
Status Code	3	Protected. OCLN status.
New Line	1	Protected. OCLN new line indicator.
Contract Line	5	Protected. Contract line number if commodity is on contract.
Scroll Action	1	Protected. The scroll action code carried forward from the OCMD screen.
Line Number	4	Protected. Key. Used with scroll action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(tion Code)	9x2	Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines.

Field Completion

Field	Size	Description
		The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Type	9x1	Protected. Describes the type of commodity description lines:

    C - Item description
    D - Extended description
    E - Packaging and shipping
    F - Buyer notes.

Field	Size	Description
Text Line	9x40	Protected. A display of text carried forward from the OCMD screen. Any change action will cause the screen to return to OCMD with the appropriate action taken.

OCTX   Order Change Text

```
ENTER FUNCTION: ............ TRANS:  OCTX
                                                        DATE:
ORDER CHANGE TEXT TABLE                                  TIME:
KEY IS ORDER NUMBER AND ORDER CHANGE NUMBER             TERM:

ORDER NUMBER ......: .........
CHANGE ORDER NUMBER: ..
CHANGE ORDER STATUS:    :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:


        ---------1---------2---------3---------4---------5---------6---------7
        ..........................................................................
        ..........................................................................
        ..........................................................................
        ..........................................................................
        ..........................................................................
        ..........................................................................
        ..........................................................................
        ..........................................................................
        ..........................................................................
```

Purpose   The purpose of the Order Change Text screen is to provide the user with the capability to document text that is pertinent to a particular order change.

Screen Characteristics   Add, Change, Delete/Insert and Inquire OCTX Table.

Procedure Cross-Reference   Chapter 2 Order Change Processing;

1.4 Add Order Change Text
1.5 Order Change Text
1.6 Delete/Insert Order Change Text
1.7 Inquire Order Change Text

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required. Specifies the order number for which text will be generated or viewed.
Order Title	40	Protected. Title line 1 from ORDR Table.
Change Order Number	2	Unprotected. Key. Required. Specifies the order change number for which text will be generated or viewed.
Change Order Status	3	Protected. The status code of the order change number.
Change Order Status Title	30	Protected. An interpretation of the status code from BTAB Table SO. (Status Code - Order).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

OCT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ........... TRANS:  OCT2
                                                        DATE:
ORDER CHANGE TEXT TABLE #2                               TIME:
KEY IS ORDER NUMBER AND ORDER CHANGE NUMBER             TERM:

ORDER NUMBER ......: ..........
CHANGE ORDER NUMBER: ..
CHANGE ORDER STATUS:     :
SCROLL ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

ACT     ---------1---------2---------3---------4---------5---------6---------7
..
..
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```

Purpose   The purpose of the Order Change Text Table #2 is to provide the user with the ability to
                     insert or delete lines of text from the Order Change Text Table #1 (OCTX). Access to this
                     table can only be achieved by leafing from OCTX. When appropriate action has been
                     indicated, the system will automatically return to OCTX upon depressing return/enter key to
                     process the indicated action.

**Screen
Characteristics**   Delete/Insert OCTX Table.

**Procedure
Cross-Reference**   Chapter 2 Order Change Processing,

                     1.6 Delete/Insert Order Change Text.

Chapter 1 Concepts

OVERVIEW

Contract Header
Table

The purposes of the contract header table are:

- To provide a reference point for processing of contract awards within AGPS

- To provide the user with the capability to add and maintain contract header table records

- To provide the user with the capability to enter and maintain contract performance bond information

- To provide a parent record for processing of related contract commodity lines

- To provide a reference point for inquiry of contract award data, i.e., awarded vendor, award amount, solicitation/award codes, requisition number, etc.

- To provide a reference point for processing of contract release orders, i.e., begin ordering and end ordering dates, etc.

Contract Line
Table

The purposes of the contract line table are:

- To provide a reference point for processing of contract commodity lines within AGPS

- To provide the user with the capability to add and maintain contract line table records

- To provide the user with the capability to identify the contract lines available for ordering

- To provide the user with the capability to identify the agency or agencies authorized to order from that contract and contract line

- To provide a reference point for creation of commodity Awarded Contracts Table record(s) for viewing commodities on contract and related contract information

- To provide a reference point for inquiry of contract line data, i.e., commodity number, unit of measure, unit price, standard shipping unit, etc.

Discussion of Transactions

Contract Header
Table (KONT/
KON2/KON3)   The contract header table maintenance screens provide the user with the capability to inquire and maintain all contract header related information for a contract. KONT provides the user the capability to maintain the title, status, ordering status, etc. KON3 provides the user with the capability to maintain contract option (e.g. contract extension with or without price changes) information and exercise contract price changes and options for multi-year contracts.

Contract Line
Table (KLI2)   The contract line table provides a process whereby the user may add and maintain all related contract commodity information. All related commodity information is entered or maintained with this screen, i.e., line number, status, commodity number, quantity, unit of measure, unit price, delivery agency/sub-agency, ordering status, etc.

Contract Line
Catalog Data
(KLCT)   The contract line table provides a process whereby the user may inquire and maintain some related consortium type contract catalog item commodity information. All related catalog item commodity information is displayed with this screen, i.e., line number, status, commodity number, supplying vendor, catalog item, quantity, unit of measure, unit price, base unit price, discount, base discount, delivery agency/sub-agency, ordering status, etc.

Contract Commodity
Description
Changes (KMOD) The contract commodity description changes table provides the user with the capability to retrieve the current commodity description and change it without affecting the original source of that commodity description. If the commodity description originated with an RMOD description change, the KMOD text record will be created upon contract award processing. If the commodity description resides in the commodity description table (CSPC), the user may retrieve this text and change it without affecting the CSPC description. Additionally, the user may copy text from another KMOD or RMOD record by use of specific copy fields on the KMOD screen. See the KMOD screen in Chapter 4.

Contract Notes
Table (KNTE)   The contract notes table screen provides the user an on-line text record for recording and maintaining notes related to a specific contract. Information relating to contractor performance or administrative instructions may be entered and maintained with this screen.

Contract Notice Of
Award Table
(KNOA)   The contract notice of award table screen provides the user with the capability to retrieve and change contract notice of award text relating to specific contracts. This text may be special processing instructions for ordering, shipping, delivery, etc.

Contract Vendor
Text Table
(KVTX)   The contract vendor text table screen provides the user with the capability to record and maintain a vendor's text related to processing or performance of a specific contract commodity line. For example, this could be conditions for processing or handling of a specific commodity submitted by a vendor with the bid and accepted by purchasing as a valid condition of award.

Contract Vendor
Distributor
List (KVDL)   The contract vendor distributor list table screen provides the user the capability to maintain and inquire a list of vendors who have been authorized by the prime vendor of a contract to sell commodity item(s) on the prime vendor's contract. This screen will also display the geographical area(s) the distributor services.

Cross-Reference   Steps

    4.   Press RETURN/ENTER.

            NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.12 Change Contract Notes

Overview   The AGPS user is provided the capability to maintain notes relating to a specific contract in AGPS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

Inputs   ●   Required contract number

                    ●   Required changes to notes text

Outputs   ●   Update of KNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine the contract number for which the user will change notes text and the required change to text.

                    2.   Change KNTE record in AGPS.

KONT 4: KNTE   a.   If user is not in the KNTE screen, type **KNTE** in the Function Line and press RETURN/ENTER.

                             b.   Type **G (GET)** in the Function Line.

                             c.   Using the TAB key, move to Contract Number field and type desired contract number.

                             d.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                    3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                             NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

                             a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

                b.   Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

       4.   Press RETURN/ENTER.

           NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.13 Delete/Insert Contract Notes

Overview   The AGPS user is provided the capability to delete and/or insert text lines of notes relating to a specific contract in AGPS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

Inputs   ●   Required contract number

                      ●   Required text line action code

                      ●   Required text action

                      ●   Required change to text

Outputs   ●   Update of KNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the contract number for which the user will delete/insert notes text and the required change to text.

                      2.   Delete/Insert text lines in KNTE records.

KONT 4: KNTE   a.   If user is not in the KNTE screen, type **KNTE** in the Function Line and press RETURN/ENTER.

                             b.   Type **G (GET)** in the Function Line.

                             c.   Using the TAB key, move to Contract Number field and type desired contract number.

                             d.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

                             NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

                             a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

         b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

         c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

  4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

                X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

                I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

         a.   If inserting text, type **C (CHANGE)** in the function line.

         b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

         c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

  5.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.14 Inquire Contract Notes

Overview   The AGPS user is provided the capability to inquire text lines of notes relating to a specific contract in AGPS. This is accomplished by use of the KNTE screen.

Inputs
- Required contract number
- Required text action

Outputs
- Display of requested KNTE Table text lines

**Completing
The Procedure**

<u>Cross-Reference</u>   <u>Steps</u>

1.   Determine the contract number for which the user will inquire text.

2.   Inquire KNTE record text.

KONT 4: KNTE

         a.   If user is not in the KNTE screen, type **KNTE** in the Function Line and press RETURN/ENTER.

         b.   Type **G (GET)** in the Function Line.

         c.   Using the TAB key, move to Contract Number field and type desired contract number.

         d.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER.

         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using the TAB key, move to the first Text Type field and type desired text type. Must compatible with commodity level or level of text entered. Types must be entered in ascending order, i.e., A, B, C, D, etc.

If ...	Then ...
Class description	Type text type = **A**
Sub-Class description	Type text type = **B**
Item description	Type text type = **C**
Extended description	Type text type = **D**
Packaging and shipping	Type text type = **E**
Buyer Notes	Type text type = **F**

c.   Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.7 Delete/Insert Contract Commodity Description Changes

Overview   The AGPS user is provided the capability to delete and/or insert text lines of contract commodity description relating to a specific contract line in AGPS. This is accomplished by use of the KMOD screen.

Inputs
- Required contract number
- Required contract line number
- Required text type
- Required text line action code
- Required text action
- Required change to text

Outputs
- Update of KMOD Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the contract line number for which the user will delete/insert description text and the required change to text.

2.   Delete/Insert text lines in KMOD records.

KONT 4: KMOD

a.   If user is not in the KMOD screen, type **KMOD** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using the TAB key, move to Contract Number field and type desired contract number.

d.   Using the TAB key, move to Contract Line field and type desired contract line number.

e.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

Cross-Reference   Steps

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

        a.   Type **C (CHANGE)** in the Function Line.

        b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

        c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

                X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.d. Before using the "X ALL" function, please be sure you do not need the text.

                I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

        a.   If inserting text, type **C (CHANGE)** in the function line.

        b.   Using the TAB key, move to the first Text Type field and type desired text type. Must compatible with commodity level or level of text entered. Types must be entered in ascending order, i.e., A, B, C, D, etc.

Cross-Reference   Steps

If ...	Then ...
Class description	Type text type = **A**
Sub-Class description	Type text type = **B**
Item description	Type text type = **C**
Extended description	Type text type = **D**
Packaging and shipping	Type text type = **E**
Buyer Notes	Type text type = **F**

     c.   Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

     d.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

     5.   Press RETURN/ENTER.

         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.8 Inquire Contract Commodity Description Changes

Overview   The AGPS user is provided the capability to inquire text lines of commodity description changes relating to a specific contract line in AGPS. This is accomplished by use of the KMOD screen.

Inputs
- Required contract number
- Required contract line number
- Required text action

Outputs
- Display of requested KMOD Table text lines

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the contract line number for which the user will inquire text.

2. Inquire KMOD record text.

KONT 4: KMOD   a.   If user is not in the KMOD screen, type **KMOD** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using the TAB key, move to Contract Number field and type desired contract number.

d.   Using the TAB key, move to Contract Line field and type desired contract line number.

e.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

2.9 Add Contract Vendor Text

Overview   The AGPS user is provided the capability to add contract vendor text relating to a specific contract line in AGPS. Text may pertain to processing, delivery instruction, packaging, etc. Text entered on this screen will be carried forward to and printed as part of the corresponding contract line. This is accomplished by use of the KVTX screen.

Inputs   ●   Required contract number

                        ●   Required contract line number

                        ●   Required vendor text

Outputs   ●   Update of KVTX Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine the contract line for which vendor text will be added and the text to be entered.

                        2.   Add KVTX record into AGPS.

KONT 4: KVTX   a.   If user is not in the KVTX screen, type **KVTX** in the Function Line and press RETURN/ENTER.

                               b.   Type **G (GET)** in the Function Line.

                               c.   Using the TAB key, move to Contract Number field and type desired contract number.

                               d.   Using the TAB key, move to Contract Line field and type desired contract line number.

                        3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                               NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

Cross-Reference   Steps

               a.   Type **C (CHANGE)** in the Function Line.

               b.   Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.10 Change Contract Vendor Text

Overview   The AGPS user is provided the capability to maintain contract vendor text relating to a specific contract line in AGPS. Text may pertain to processing, delivery instruction, packaging, etc. This is accomplished by use of the KVTX screen.

Inputs

- Required contract number

- Required contract line number

- Required changes to contract vendor text

Outputs

- Update of KVTX Table

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the contract line number for which the user will change vendor text and the required change to text.

2. Change KVTX record in AGPS.

KONT 4: KVTX

   a. If user is not in the KVTX screen, type **KVTX** in the Function Line and press RETURN/ENTER.

   b. Type **G (GET)** in the Function Line.

   c. Using the TAB key, move to Contract Number field and type desired contract number.

   d. Using the TAB key, move to Contract Line field and type desired contract line number.

   e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error

<u>Cross-Reference</u>   Steps

conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

    a.   Type **C (CHANGE)** in the Function Line.

    b.   Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.11 Delete/Insert Contract Vendor Text

Overview   The AGPS user is provided the capability to delete and/or insert text lines of contract vendor text relating to a specific contract line in AGPS. This is accomplished by use of the KVTX screen.

Inputs   ● Required contract number

                      ● Required contract line number

                      ● Required text line action code

                      ● Required text action

                      ● Required change to text

Outputs   ● Update of KVTX Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the contract line number for which the user will delete/insert vendor text and the required change to text.

                      2.   Delete/Insert text lines in KVTX records.

KONT 4: KVTX   a.   If user is not in the KVTX screen, type **KVTX** in the Function Line and press RETURN/ENTER.

                             b.   Type **G (GET)** in the Function Line.

                             c.   Using the TAB key, move to Contract Number field and type desired contract number.

                             d.   Using the TAB key, move to Contract Line field and type desired contract line number.

                             e.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

Cross-Reference   Steps
_____   _____

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines
         of text.

         NOTE: If an error condition exists, AGPS will display the appropriate error
                messages at the bottom of the transaction screen. Clear the error
                conditions identified and press RETURN/ENTER. If no error(s) exists,
                AGPS will display requested test record.

         a.   Type **C (CHANGE)** in the Function Line.

         b.   Using the TAB key, move to the Text Action field and type **X (to delete)**,
                OR **I (to insert)**.

         c.   Using the TAB key, move to the Line Number field and enter the text
                line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or
                ALL (all lines)) **or**, if inserting text, insert the text line number after which
                text is to be inserted.

4.   Press RETURN/ENTER.

         NOTE: If an error condition exists, AGPS will display the appropriate error
                messages at the bottom of the transaction screen. Clear the error
                conditions identified and press RETURN/ENTER. If no error(s) exists,
                AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

                X will result in the deletion of the text line numbers specified in the Line
                Number field. If the action was **X**, the text screen will return with all lines
                that were not deleted. If the action was "X ALL", skip to step 4.c. Before
                using the "X ALL" function, please be sure you do not need the text.

                I indicates that the user desires to insert line(s) of text after the line of text
                identified in the Line Number field. If the action was **I**, the text screen
                will return with the line identified in the line number field followed by
                blank (null (.)) lines ready for text to be entered. Remember, the line
                number is the position of the line on the screen, and will be one or more of
                the numbers 1 through 9.

         a.   If inserting text, type **C (CHANGE)** in the function line.

         b.   Using the TAB key, move to the first null (.) line and type desired text. A
                null (.) line cannot exist between text lines, (.) must be spaced out. Skip to
                step 5.

Cross-Reference   Steps

     c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

   5.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.12 Inquire Contract Vendor Text

Overview   The AGPS user is provided the capability to inquire text lines of contract vendor text relating to a specific contract line in AGPS. This is accomplished by use of the KVTX screen.

Inputs   ● Required contract number

                      ● Required contract line number

                      ● Required text action

Outputs   ● Display of requested KVTX Table text lines

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the contract line number for which the user will inquire text.

2.   Inquire KVTX record text.

KONT 4: KVTX   a.   If user is not in the KVTX screen, type **KVTX** in the Function Line and press RETURN/ENTER.

                                   b.   Type **G (GET)** in the Function Line.

                                   c.   Using the TAB key, move to Contract Number field and type desired contract number.

                                   d.   Using the TAB key, move to Contract Line field and type desired contract line number.

                                   e.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

2.13 Contract Line Price Adjustment

Overview   The AGPS user is provided the capability to adjust the pricing of individual contract lines after contract award in AGPS. This is accomplished by use of the KLPC screen.

Inputs   ●   Required contract number

                      ●   Required contract line number

                      ●   Required changes in contract line pricing

Outputs   ●   Update KLPC and KLIN Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the contract line number for which the user will adjust pricing.

                      2.   Add KLPC record in AGPS.

KONT 4: KLPC   a.   If user is not in the KLPC screen, type **KLPC** in the Function Line and press RETURN/ENTER.

                            b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Data entry fields should be cleared on the screen and ADD will be inserted in the Function Line.

                            c.   Using the TAB key, move to Contract Number field and type desired contract number.

                            d.   Using the TAB key, move to Contract Line field and type desired contract line number.

                            e.   Using the TAB key, move to Effective After field and type desired date after which price change will be effective.

                            f.   Using the TAB key, move to Unit Price field and type desired unit price change. If changing from unit price to discount off catalog or no cost, type **0**.

Cross-Reference   Steps

       g.   Using the TAB key, move to Discount Off Cat field and type desired discount off catalog. If changing from discount off catalog to unit price or no cost, type **0**.

   3.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

   4.   Change KLPC record in AGPS.

       NOTE: To change a KLPC record change date must be **00/00/00** and update flag must be **N**.

KONT 4: KLPC   a.   If user is not in the KLPC screen, type **KLPC** in the Function Line and press RETURN/ENTER.

       b.   Type **INQUIRE** in the Function Line.

       c.   Using the TAB key, move to Contract Number field and type desired contract number.

       d.   Using the TAB key, move to Contract Line field and type desired contract line number.

       e.   Using the TAB key, move to Effective After field and type desired date after which price change will be effective.

       f.   Press RETURN/ENTER. Requested KLPC record should be displayed.

   5.   Type **CHANGE** in the Function Line.

       a.   Using the TAB key, move to Effective After field and type desired date after which price change will be effective.

       b.   Using the TAB key, move to Unit Price field and type desired unit price change. If changing from unit price to discount off catalog or no cost, type **0**.

Cross-Reference   Steps

          c.   Using the TAB key, move to Discount Off Cat field and type desired discount off catalog. If changing from discount off catalog to unit price or no cost, type **0**.

  6.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

                A nightly batch process will read the KLPC Table and determine those adjustments to be processed to the KLIN record.

5.3 Change Contract Notice Of Award Table

Overview   The AGPS user is provided the capability to maintain notice of award text relating to a specific contract in AGPS. Notice of award text may pertain to processing, delivery instruction , packaging, vendor performance, etc. This is accomplished by use of the KNOA screen.

Inputs   ●   Required contract number

              ●   Required changes to notice of award text

Outputs   ●   Update of KNOA Table

**Completing
The Procedure**

Cross-Reference   Steps

              1.   Determine the contract number for which the user will change notice of award text and the required change to text.

              2.   Change KNOA record in AGPS.

KONT 4: KNOA   a.   If user is not in the KNOA screen, type **KNOA** in the Function Line and press RETURN/ENTER.

                       b.   Type **G (GET)** in the Function Line.

                       c.   Using the TAB key, move to Contract Number field and type desired contract number.

                       d.   Using the TAB key, move to Text Action field and type desired text action.   See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

              3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

                       a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

      b.   Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

5.4 Delete/Insert Contract Notice Of Award Table

Overview   The AGPS user is provided the capability to delete and/or insert text lines of notice of award text relating to a specific contract in AGPS. Notice of award text may pertain to processing, delivery instruction , packaging, vendor performance, etc. This is accomplished by use of the KNOA screen.

Inputs   ●   Required contract number

            ●   Required text line action code

            ●   Required text action

            ●   Required change to text

Outputs   ●   Update of KNOA Table

**Completing
The Procedure**

Cross-Reference   Steps

            1.   Determine the contract number for which the user will delete/insert notice of award text and the required change to text.

            2.   Delete/Insert text lines in KNOA records.

KONT 4: KNOA   a.   If user is not in the KNOA screen, type **KNOA** in the Function Line and press RETURN/ENTER.

                                     b.   Type **G (GET)** in the Function Line.

                                     c.   Using the TAB key, move to Contract Number field and type desired contract number.

                                     d.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

            3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

                NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

                                     a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference	Steps

    b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

    c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

           X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

           I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

    a.   If inserting text, type **C (CHANGE)** in the function line.

    b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

    c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

5.5 Inquire Contract Notice Of Award Table

Overview   The AGPS user is provided the capability to inquire text lines of notice of award text relating to a specific contract in AGPS. This is accomplished by use of the KNOA screen.

Inputs   ●   Required contract number

                ●   Required text action

Outputs   ●   Display of requested KNOA Table text lines

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the contract number for which the user will inquire text.

2.   Inquire KNOA record text.

KONT 4: KNOA   a.   If user is not in the KNOA screen, type **KNOA** in the Function Line and press RETURN/ENTER.

                         b.   Type **G (GET)** in the Function Line.

                         c.   Using the TAB key, move to Contract Number field and type desired contract number.

                         d.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

6 CONTRACT PRINT

6.1 Issue Contract Documents

Overview   AGPS provides for printing of contract documents as desired by the user. This is done with a status code change on the contract header record. This is accomplished with a status code change on the KONT screen.

Inputs
- Required contract number
- Required status code change

Outputs
- Updated KONT Table and printed contract documents

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine if a contract is to be printed (issued).

INST 4: BAAT   User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

KONT 4: KONT   **Contract Number** must be a valid and active contract record in the KONT Table.

2. Issue contract documents in AGPS.

KONT 4: KONT   a. If user is not in the KONT screen, type **KONT** in the Function Line and press RETURN/ENTER.

b. Type **INQUIRE** in the Function Line.

c. Using the TAB key, move to Contract Number field and type desired contract number.

d. Press RETURN/ENTER. Requested record should be displayed.

3. Type **CHANGE** in the Function Line.

a. Using the TAB key, move to Status Code field and type **540** for on-line contract print or **545** for overnight contract print.

8 MAINTAIN CONTRACT NON-SYSTEM USAGE

8.1 Change Contract Non-System Usage

Overview   The AGPS user has the capability to maintain contract non-system usage reported by agencies not using AGPS. This is accomplished by use of the KLU3 screen.

Inputs
- Required contract number
- Required contract line number
- Required fiscal year
- Required contract unit of measure

Outputs
- Updated KLU3 Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine contract line record for which usage is to be recorded.

KONT 4: KONT   **Contract Number** must be a valid and active contract record in the KONT Table.

Fiscal Year must be a valid fiscal year for the contract number indicated.

KONT 4: KLI2   **Line Number** must be a valid and active contract line in the KLI2 Table for the contract indicated.

Unit of Measure must be a valid unit of measure for the line number indicated.

2. Change contract usage records in AGPS.

KONT 4: KLU3   a.   If user is not in the KLU3 screen, type **KLU3** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Contract Number field and type desired contract number.

Cross-Reference   Steps

     d.   Using the TAB key, move to Line Number field and type desired contract line number.

     e.   Using the TAB key, move to Fiscal Year field and type desired fiscal year.

     f.   Using the TAB key, move to Unit Of Measure field and type desired unit of measure.

     g.   Press RETURN/ENTER. Requested contract line record should be displayed.

3.   Type **CHANGE** in the function line.

     a.   Using the TAB key, move to Month field and type desired month that usage is to be reported in.

     b.   Using the TAB key, move to Quantity field and type desired quantity reported for the contract line. This field can also be used to enter a negative quantity to back out a quantity recorded incorrectly.

     c.   Using the TAB key, move to Amount field and type desired dollar amount reported for the contract line. This field can also be used to enter a negative amount to back out an amount recorded incorrectly.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Cross-Reference	Steps
KONT 4: KSTA	**KSTA** - Contracts By Status Code: This screen provides the user with the capability to inquire a listing of contracts by contract status code. Key is contract status code and contract number.
KONT 4: KSVC	**KSVC** - Contract Supplying Vendor By Commodity: This screen provides the user with the capability to inquire a listing of consortium contracts for a supplying vendor. Key is commodity number, order status, contract number, line, catalog item/indicator and supplying vendor.
KONT 4: KTLE	**KTLE** - Contract By Title: This screen provides the user with the capability to inquire a listing of contracts by contract title. Key is contract title and contract number.
KONT 4: KTNO	**KTNO** - Contract By T-Number Table: This screen provides the user with the capability to inquire a listing of contracts by contract t-number. Key is contract t-number, solicitation number, and contract number.
KONT 4: KVCI	**KVCI** - Contract Previous Vendors Inquiry: This screen provides the user with the capability to inquire a listing of contract vendor changes by contract number. Key is contract number, vendor number, date and time.
KONT 4: KVNO	**KVNO** - Contracts By Vendor Number Table: This screen provides the user with the capability to inquire a listing of contracts by vendor number. Key is vendor number and contract number.

Chapter 4 Documents

KABC   Contracts By Agency and Buyer Code

```
ENTER FUNCTION: ............ TRANS: KABC
                                                      DATE:
 CONTRACTS BY PURCHASING AGENCY AND BUYER CODE TABLE    TIME:
 KEY IS AGENCY NUMBER, BUYER CODE AND CONTRACT NUMBER   TERM:

 AGENCY........: ......  :
 BUYER CODE....: ...     :

          CONTRACT                        TITLE
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
```

Purpose   The purpose of the Contracts by Agency and Buyer Code table is to provide the user with a list of contracts and their titles for the Purchasing Agency and Buyer Code specified. Access is granted only to those contracts for which the user has security access.

Screen Characteristics   Inquire KONT Table.

Procedure Cross-Reference   Chapter 2 Contract Processing,

10.1 Inquiry Process.

KMOD   Contract Commodity Description Change

```
ENTER FUNCTION: ............ TRANS: KMOD
                                                        DATE:
CONTRACT COMMODITY DESCRIPTION CHANGES TABLE            TIME:
KEY IS CONTRACT NUMBER AND CONTRACT LINE                TERM:

CONTRACT NUMBER....: .......... :
CONTRACT LINE......: .....         COMMODITY CODE:
LINE STATUS........:           :
TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:     BASIC TEXT CHGD:

        TYPE      ---------1---------2---------3---------4
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
         .        ........................................
```

Purpose

The purpose of the Contract Commodity Specification Change table is to allow the user to make inquires to the commodity specification changes for a given Contract. These changes will be used by the system in place of commodity specifications for any further processing of this Contract. Access to this screen is granted only to those contracts for which the user has security access.

Screen Characteristics

Add, Change, Delete/Insert and Inquire KMOD Table.

Procedure Cross-Reference

Chapter 2 Contract Processing;

2.5 Add Contract Commodity Description Changes
2.6 Change Contract Commodity Description Changes
2.7 Delete/Insert Contract Commodity Description Changes
2.8 Inquire Contract Commodity Description Changes

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which commodity specifications will be inquired.
Contract Title	40	Protected. The title of the contract as provided from the Contract database.
Contract Line	5	Unprotected. Key. Required. Specifies the contract line number for which commodity specifications will be viewed.
Commodity Code	11	Protected. The entry is input by the system and correlates to the line number for associated contract number.
Line Status	3	Protected. The status code of the contract line.
Contract Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Key. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates the original text description has been changed.

Field Completion

Field	Size	Description
Type	9x1	Unprotected. Describes the type of commodity description lines:

       A - Class description
       B - Sub-class description
       C - Item description
       D - Extended description
       E - Packaging and shipping
       F - Buyer notes.

Field	Size	Description
Text Line	9x40	Unprotected. Commodity description as changed through the requisition and solicitation process.

KMO2   THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION: ............ TRANS: KMO2
                                                        DATE:
CONTRACT COMMODITY DESCRIPTION CHANGES TABLE  #2        TIME:
KEY IS CONTRACT NUMBER AND LINE NUMBER                  TERM:

CONTRACT NUMBER....: .......... :
CONTRACT LINE......: .....          COMMODITY CODE:
LINE STATUS........:          :
SCROLL ACTION......:   LINE NUMBER:     LINE TOTAL:     BASIC TEXT CHGD:

ACT    TYPE       ---------1---------2---------3---------4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Contract Commodity Description Changes Table #2 is to provide the user
with the ability to insert or delete lines of text from the Contract Commodity Description
Changes Table #1 (KMOD). Access to this table can only be achieved by leafing from
KMOD. When appropriate action has been indicated, the system will automatically return to
KMOD upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert KMOD Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                     2.7 Delete/Insert Contract Commodity Description Changes.

KNOA **Contract Notice Of Award Table #1**

```
ENTER FUNCTION: ............ TRANS: KNOA
                                                       DATE:
CONTRACT NOTICES OF AWARD TABLE                        TIME:
KEY IS CONTRACT NUMBER                                 TERM:

CONTRACT NUMBER....: ......... :
CONTRACT STATUS....:          :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        --------1--------2--------3--------4--------5--------6--------7
        ................................................................
        ................................................................
        ................................................................
        ................................................................
        ................................................................
        ................................................................
```

Purpose

The purpose of the Contract Notices of Award Table #1 is to provide the user with the ability to record text with respect to a specific contract award. Text found here is related to a one-time use with the contract specified and is not redundant in nature. Text entered at this point will be carried forward to and printed as part of the corresponding notice of award document. Format is free form and will be printed exactly as the user enters it here.

Screen Characteristics

Add, Change, Delete/Insert and Inquire KNOA Table.

Procedure Cross-Reference

Chapter 2 Contract Processing;

5.2 Add Contract Notice Of Award Table
5.3 Change Contract Notice Of Award Table
5.4 Delete/Insert Contract Notice Of Award Table
5.5 Inquire Contract Notice Of Award Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which notice of award text will be added or viewed.
Contract Title	40	Protected. The contract title as provided from the Contract table.
Contract Status	3	Protected. The status for the line from the KONT table.
Status Title	30	Protected. An interpretation of the status code from BTAB table SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

T - Top
B - Bottom
U - Page up
D - Page down
R - Relative
I - Insert
X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	6x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KNO2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ............ TRANS: KNO2
                                                           DATE:
CONTRACT NOTICES OF AWARD TABLE  #2                        TIME:
KEY IS CONTRACT NUMBER                                     TERM:

CONTRACT NUMBER....: .......... :
CONTRACT STATUS....:            :
SCROLL ACTION......:   LINE NUMBER:       LINE TOTAL:

ACT      ---------1---------2---------3---------4--------5--------6--------7
..
..
..
..
..
..
```

Purpose   The purpose of the Contract Notice of Award Table #2 is to provide the user with the ability
                     to insert or delete lines of text from the Contract Notice of Award Table #1 (KNOA).
                     Access to this table can only be achieved by leafing from KNOA. When appropriate action
                     has been indicated, the system will automatically return to KNOA upon depressing enter key
                     to process the indicated action.

**Screen
Characteristics**   Delete/Insert KNOA Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                     5.4 Delete/Insert Contract Notice Of Award Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Protected. Key. Specifies the contract number for which award text will be inserted or deleted.
Contract Title	40	Protected. The contract title as provided from the Contract table.
Contract Status	3	Protected. This is the status code from the contract line table.
Contract Status Title	30	Protected. The interpretation of the status code BTAB Table SK (Status Code - Contract) .
Scroll Action	1	Protected. Must be a valid scroll action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative.
Line Number	4	Protected. Used with scroll action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	6x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	6x70	Protected. A display of text carried forward from the KNOA screen. Any change action will cause the screen to return to KNOA with the appropriate action taken.

KNTE **Contract Notes Table**

```
ENTER FUNCTION: ............ TRANS: KNTE
                                                            DATE:
CONTRACT NOTES TABLE                                        TIME:
KEY IS CONTRACT NUMBER                                      TERM:

CONTRACT NUMBER....: ..........
TITLE LINE 1.......:
TITLE LINE 2.......:
CONTRACT STATUS....:      :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3---------4---------5---------6---------7
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
```

Purpose
The purpose of the Contract Notes table is to provide the user with the capability to record notes about a given contract. The text format is free form and can be used in any manner that the user desires. Use of this screen would normally be to record information about the contract in general, e.g., buyer notes, etc. Such information would not normally be found in other text areas. KNTE should be considered an electronic notepad for use by the person administering the contract. Access is granted to those contracts for which the user has security access.

Screen
Characteristics Add, Change, Delete/Insert and Inquire KNTE Table.

Procedure
Cross-Reference Chapter 2 Contract Processing;

1.11 Add Contract Notes
1.12 Change Contract Notes
1.13 Delete/Insert Contract Notes
1.14 Inquire Contract Notes

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which text will be generated or viewed.
Title Line 1	40	Protected. The first contract title line as provided from the Contract table.
Title Line 2	40	Protected. The second contract title line as provided from the Contract table.
Contract Status	3	Protected. The status code of the contract.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	6x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KNT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ............ TRANS: KNT2
                                                      DATE:
CONTRACT NOTES TABLE  #2                              TIME:
KEY IS CONTRACT NUMBER                               TERM:

CONTRACT NUMBER....: ..........
TITLE LINE 1.......:
TITLE LINE 2.......:
CONTRACT STATUS....:     :
SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

ACT     ---------1---------2---------3---------4---------5---------6---------7
..
..
..
..
..
..
```

Purpose   The purpose of the Contract Notes Table #2 is to provide the user with the ability to insert or delete lines of text from the Contract Notes Table #1 (KNTE). Access to this table can only be achieved by leafing from KNTE. When appropriate action has been indicated, the system will automatically return to KNTE upon depressing enter key to process the indicated action.

Screen
Characteristics   Delete/Insert KNTE Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

                     1.13 Delete/Insert Contract Notes.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Protected. Key. Specifies the contract number for which text is to be changed or deleted.
Title Line 1	40	Protected. The first contract title line as provided from the Contract table.
Title Line 2	40	Protected. The second contract title line as provided from the Contract table.
Contract Status	3	Protected. The status code of the contract.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Scroll Action	1	Protected. The scroll action code carried forward from the KNTE screen.
Line Number	4	Protected. The line number of the KNTE record.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	6x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	6x70	Protected. A display of text carried forward from the KNTE screen. Any change action will cause the screen to return to KNTE with the appropriate action taken.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor	11	Unprotected. Key. If left blank the system will start with the first vendor in the table. If input the system will return with contract numbers for the vendor number requested.
Vendor Title	30	Protected. The title of the vendor from the VEND table.
Contract	14x10	Unprotected. Key. If left blank the system will start with the first contract for the vendor indicated. If input the system will return the list starting at the contract indicated.
Contract Title	14x40	Protected. The title of the contract number for the KONT table.
KONT Stat	14x3	Protected. Inferred contract record status from the KONT Table.
ORD Stat	14x1	Protected. Inferred contract record ordering status from the KONT Table.
Exp Date	14x8	Protected. Inferred contract end date from the KONT Table.

KVTX Contract Vendor Text Table #1

```
ENTER FUNCTION: ............ TRANS: KVTX
                                                     DATE:
CONTRACT VENDOR TEXT TABLE                           TIME:
KEY IS CONTRACT NUMBER AND CONTRACT LINE             TERM:

CONTRACT NUMBER....: .......... :
CONTRACT LINE......: .....
LINE STATUS........:              :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3---------4
        ..........................................
        ..........................................
        ..........................................
        ..........................................
        ..........................................
        ..........................................
        ..........................................
        ..........................................
        ..........................................
```

Purpose
The purpose of the Contract Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific contract line. Text found here was transcribed from the Requisition Vendor Text table and can be further edited as desired by the user. Text entered at this point will be carried forward to and printed as part of the corresponding contract line. Format is free form and will be printed exactly as the user enters it here.

Screen Characteristics
Add, Change, Delete/Insert and Inquiry of KVTX Table.

Procedure Cross-Reference
Chapter 2 Contract Processing;

2.9 Add Contract Vendor Text
2.10 Change Contract Vendor Text
2.11 Delete/Insert Contract Vendor Text
2.12 Inquire Contract Vendor Text

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which vendor text will be added or viewed.
Contract Title	40	Protected. The contract title as provided from the KONT Table.
Contract Line	5	Unprotected. Key. Required. Specifies the contract line number for which vendor text will be added or viewed.
Line Status	3	Protected. The status for the line from the KLIN table.
Contract Line Status Title	30	Protected. As interpreted from the BTAB table SK (Status code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

    T - Top
    B - Bottom
    U - Page up
    D - Page down
    R - Relative
    I - Insert
    X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	9x40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KVT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ............ TRANS: KVT2
                                                      DATE:
CONTRACT VENDOR TEXT TABLE  #2                        TIME:
KEY IS CONTRACT NUMBER AND CONTRACT LINE              TERM:

CONTRACT NUMBER....: .......... :
CONTRACT LINE......: .....
LINE STATUS........:              :
SCROLL ACTION......:    LINE NUMBER:      LINE TOTAL:

ACT      ---------1---------2---------3---------4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Contract Vendor Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Contract Vendor Text Table #1 (KVTX). Access to this table can only be achieved by leafing from KVTX. When appropriate action has been indicated, the system will automatically return to KVTX upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert of KVTX Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                         2.11 Delete/Insert Contract Vendor Text.

Chapter 1 Concepts

OVERVIEW

Contract Change
Header Table   The purposes of the contract change header table are:

- To provide a reference point for processing of contract changes within AGPS

- To provide the user with the capability to add and maintain contract change header table records

- To provide a parent record for processing of related contract change text

- To provide a reference point for inquiry of contract change data, i.e., contract number being changed, change number, etc.

Contract Change
Text Table   The purposes of the contract change text table are:

- To provide the user with the capability to add and maintain contract change text for an existing contract change record

- To provide a reference point for processing of contract change text for print of a contract change

Contract Line
Price Change
Process   The purposes of the contract line price change process are:

- To provide the user with the capability to change pricing on contract lines in mass with exercise of an option

- To provide the user with the capability to change pricing of an individual contract line based on an effective date

Discussion of Transactions

Contract Change Header Table (KCHG)

The contract header table screen is used to add and maintain all required contract change header table records. This screen is also used to cancel and print contract changes by status code change.

Contract Change Text Table (KCTX)

The contract change text table screens are provided to add and maintain contract change text for an existing contract change record and to provide a reference point for processing of contract change text for print of a contract change.

Contract Line Price Change Process (KLPC/KON3)

The contract line price change process involves the use of two separate screens based on the desired price change method to be used. The KLPC screen is used for entry and maintenance of individual contract line pricing changes. The KON3 screen is used for mass contract line pricing changes. When the KON3 screen is used and an option is exercised, all contract line pricing is adjusted by the option period adjustment percentage referenced on the KON3 screen.

Chapter 2 Procedures

Cross-Reference   Steps
_____   _____

        d.   Using the TAB key, move to Change Order Number field and type desired contract change number.

        e.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

        a.   Type **C (CHANGE)** in the Function Line.

        b.   Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.3 Delete/Insert Contract Change Order Text

Overview   The AGPS user is provided the capability to delete and/or insert text lines of contract change text relating to a specific contract change in AGPS. This is accomplished by use of the KCTX screen.

Inputs   ●   Required contract number

                      ●   Required contract change number

                      ●   Required text line action code

                      ●   Required text action

                      ●   Required change to text

Outputs   ●   Update of KCTX Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the contract change for which the user will delete/insert contract change text and the required change to text.

KONT 4: KONT   **Contract Number** must be a valid and active contract record in the KONT Table.

KCHG 4: KCHG   **Change Number**, combined with the contract number, must be a valid and active contract change record in the KCHG Table.

INST 4: BAAT   User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

                      2.   Delete/Insert text lines in KCTX records.

KCHG 4: KCTX   a.   If you are not in the KCTX screen, type **KCTX** in the Function Line and press RETURN/ENTER.

                              b.   Type **G (GET)** in the Function Line.

Cross-Reference   Steps
_____

        c.   Using the TAB key, move to Contract Number field and type desired contract number.

        d.   Using the TAB key, move to Change Order Number field and type desired contract change number.

        e.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

        a.   Type **C (CHANGE)** in the Function Line.

        b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

        c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

        X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

        I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by

Cross-Reference   Steps

blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.4 Inquire Contract Change Order Text

Overview   The AGPS user is provided the capability to inquire text lines of contract change text relating to a specific contract change in AGPS. This is accomplished by use of the KCTX screen.

Inputs
- Required contract number
- Required contract change number
- Required text action

Outputs
- Display of requested KCTX Table text lines

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the contract change for which the user will inquire text.

KONT 4: KONT   **Contract Number** must be a valid and active contract record in the KONT Table.

KCHG 4: KCHG   **Change Number**, combined with the contract number, must be a valid and active contract change record in the KCHG Table.

INST 4: BAAT   User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

2. Inquire KCTX record text.

KCHG 4: KCTX
a. If you are not in the KCTX screen, type **KCTX** in the Function Line and press RETURN/ENTER.

b. Type **G (GET)** in the Function Line.

c. Using the TAB key, move to Contract Number field and type desired contract number.

d. Using the TAB key, move to Change Order Number field and type desired contract change number.

Cross-Reference   Steps

        e.   Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

Cross-Reference	Steps

KCHG 4: KSTC   **KSTC** - Contract Change By Status Code and Change Number: This screen provides the user with the capability to inquiry a listing of contract changes by status code. Key is status code, contract number and contract change order number.

Chapter 4 Documents

KCTX   Contract Change Order Text

```
ENTER FUNCTION:  ............ TRANS: KCTX
                                                       DATE:
 AMENDMENT TEXT TABLE                                  TIME:
 KEY IS CONTRACT NUMBER AND AMENDMENT NUMBER           TERM:

 CONTRACT NUMBER....: .......... :
 AMENDMENT NUMBER...: ..
 AMENDMENT STATUS...:            :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

         --------1---------2---------3---------4---------5---------6---------7
         ........................................................................
         ........................................................................
         ........................................................................
         ........................................................................
         ........................................................................
         ........................................................................
         ........................................................................
         ........................................................................
         ........................................................................
```

Purpose   The purpose of the Contract Change Order Text table is to provide the user with the
                     capability to document text that is pertinent to a particular contract change.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire KCTX Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing;

                     2.1 Add Contract Change Order Text
                     2.2 Change Contract Change Order Text
                     2.3 Delete/Insert Contract Change Order Text
                     2.4 Inquire Contract Change Order Text

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required for obtaining record. Specifies the contract number for which text will be generated or viewed.
Contract Title	40	Protected. The inferred first line of the contract title from the KONT database.
Change Order Number	2	Unprotected. Key. Required for obtaining record. Specifies the change order number for which text will be generated or viewed.
Change Order Status	3	Protected. The status code of the change order number.
Change Order Status Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file. Maintained by the system.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KCT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ............ TRANS: KCT2
                                                      DATE:
 AMENDMENT TEXT TABLE #2                              TIME:
 KEY IS CONTRACT NUMBER AND AMENDMENT NUMBER          TERM:

 CONTRACT NUMBER....: .......... :
 AMENDMENT NUMBER...: ..
 AMENDMENT STATUS...:            :
 SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

 ACT     ---------1---------2-------3---------4---------5--------6---------7
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Contract Change Order Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Contract Change Order Text Table #1 (KCTX). Access to this table can only be achieved by leafing from KCTX. When appropriate action has been indicated, the system will automatically return to KCTX upon depressing enter key to process the indicated action.

Screen Characteristics   Delete/Insert KCTX Table.

Procedure Cross-Reference   Chapter 2 Contract Processing,

2.3 Delete/Insert Contract Change Order Text.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Protected. Key. Specifies the contract number for which text will be changed.
Contract Title	40	Protected. The title of the contract as provided from the KONT database.
Change Order Number	2	Protected. Key. Specifies the change order number for which text will be changed.
Change Order Status	3	Protected. The status code of the change order.
Change Order Status Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Scroll Action	1	Protected. The scroll action code carried forward from the KCTX screen.
Line Number	4	Protected. The line number field carried forward from the KCTX screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	9x2	Unprotected. 'I' indicates insert action which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Change Order Text	9x70	Protected. A display of text carried forward from the KCTX screen. Any change action will cause the screen to return to KCTX with the appropriate action taken.

Chapter 1 Concepts

OVERVIEW

Text Tables   The purposes of the text tables are:

- To provide single reference location for text records for AGPS processing

- To facilitate creation of text record text line records

- To facilitate maintenance of the text record header and associated text line records

- To provide a method for viewing text records

Text tables are provided throughout the databases for the user to create and maintain text for purposes of recording notes to creation of text references to be used in various print processes by the system.

Terminology   The following terms are used throughout this unit:

Text Action. This term is used to refer to a code used to identify to the text line program the action required for display of text lines on the screen for a GET Function.

T	-	TOP (of page/text line record)
B	-	BOTTOM (of page/text line record)
U	-	UP (move text lines up one page or nine lines of text)
D	-	DOWN (move text lines down one page or nine lines of text)
R	-	RELATIVE (scroll to specific text line referenced in line number)
I	-	INSERT
X	-	Delete

Text Line. This term is used to refer to a line of free form text entered in the text line table record for a text reference. Text lines are 40 or 70 characters in length depending on the text record used.

Text Reference. This term is used to refer to a unique code assigned to a text header record upon creation. Text references beginning with an alpha character in first position are for terms and conditions and numeric in first position for specifications or it may be related to a document number or vendor as in the case of notes.

Text Type. This term is used to refer to a code used to identify the intended use of text. E.G., ITB - Invitation to Bid, RFP - Request for Proposal, etc. or A - Class Level, B - Sub-Class Level, C - Item Level, etc. For an example we look at commodity text. The commodity text area is used for several different functions. These functions are exemplified by different categories of text types. These functions and categories are explained below.

Text Type A - Class Level Description provides the ability to record and maintain Class Descriptions for each Class Commodity Code. These are short narrative descriptions used to identify the structure of the Class and will print on reports.

Text Type B - Sub-Class Level Description provides the ability to record and maintain Sub-Class descriptions for each Sub-Class Commodity Code. These are expanded over the class record to further identify the Sub-Class and will print on Solicitations, Orders and Contracts.

Text Type C - <u>Item Level Description</u> provides the ability to record and maintain an item description for each Item Level Commodity Code. This description is expanded over the Sub-Class level and will print on Solicitations, Orders and Contracts.

Text Type D - <u>Extended Item Level Description</u> provides the ability to record and maintain an extended description for each Item Level Commodity Code. This is generally a comprehensive description written in sufficient detail for vendor to accurately identify the item desired and respond to a solicitation for item desired. Will print on Solicitation, but not on the award document.

Text Type E - <u>Packaging Requirements</u> provides the ability to record and maintain packaging requirements for each Item Level Commodity Code. Will print on solicitation and order documents.

Text Type F - <u>Buyer Notes</u> provides the ability for the buyer to record notes about an item or service. These notes are retrievable on-line.

Text Type G-Z provides the ability to include other levels of user defined text for each item.

RMOD - Requisition Commodity Description Modifications
RTXL - Requisition Specification Text
STXL - Solicitation Text Modifications

For all text screens there must be another transaction performed to create a parent record for the text transaction. For example, one cannot have order notes unless an order exists.

Where The Various

Text Prints

There are two basic types of text processing, terms and conditions and specifications. All text referenced on RTXT, CATX, COM2, and STXT will print on the requisition and solicitation. If the print indicator is 'Y', the text will print on the award document.

The various pages that make up the printed documents in AGPS are explained in the following graphics, which show where the various text prints, and where it comes from.

SPECIAL TERMS & CONDITIONS

Under the heading of SPECIAL TERMS AND CONDITIONS will be all the text reference numbers beginning with an alpha character.

SPECIFICATIONS

Under the heading of SPECIFICATIONS will be all the text reference numbers beginning with a number, except for text referenced on COM2. Text referenced on COM2 will print under SPECIFICATIONS regardless of the beginning character.

ATTACHMENT TEXT

Under the heading ATTACHMENT TEXT will be all the text entered on SATT. Attachment text is free-form text entered for a specific solicitation. It applies only to the solicitation it is entered against and will not print on any other solicitation. Repetitive entry of text in this area would indicate that such text should be included in the Text Database. Listed below are graphics which show where the various text prints.

PRINTING TEXT ON A REQUISITION

```
      ┌──────────────────────────┐
      │  Specification           │
  ┌───┤                          │
  │Special T&C                   │
┌─┤   │                          │
│Cover Sheet                     │
│ │   │                          │
│ │   │                  _____  Specification - see below.
│ │   │                  │
│ │Requisition           │
│ │   └──────────────────┘
│ │                  _____  Special T&C - see below
│ │                  │
│ └──────────────────┘
│                  _____   Requisition Cover Sheet - see below.
│                  │
└──────────────────┘
```
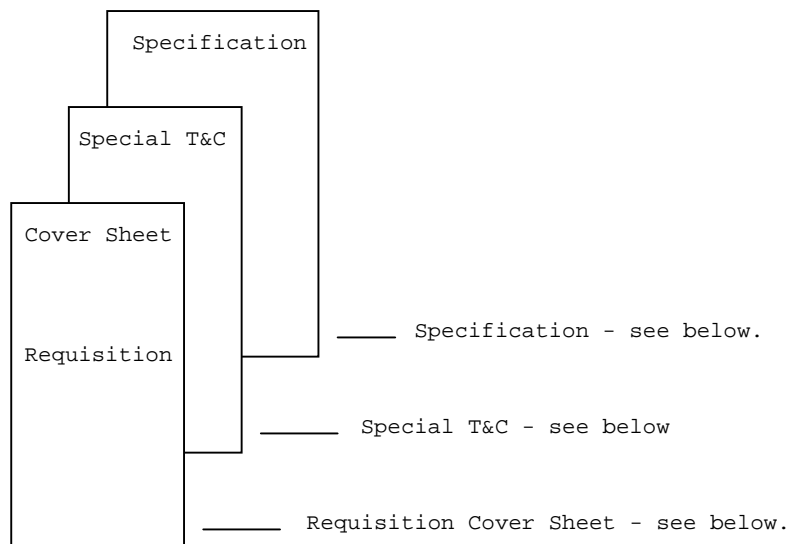
Requisition Cover Sheet
　　　　　　　　-Requisitioning Agency   Req. number, date, buyer (from RQS2)
　　　　　　　　-Ship To Agency   Bill To Agency

　　　　　　　　Each line on the requisition will contain:
　　　　　　　　-Commodity code, description from CSPC if no RMOD is present, requisition
　　　　　　　　line text (RLTX), ship to agency name and address if different, agency
　　　　　　　　special delivery text (ASTD from ship to agency), quantity, unit of
　　　　　　　　measure, estimated unit price and estimated total for item.
　　　　　　　　-Requisition Notes (RNTE)
　　　　　　　　-Recommended vendors (RQS5)
　　　　　　　　-Accounting Distribution (RACG)
　　　　　　　　-Estimated Requisition Amount

Special T & C   -Reference begins with alpha character.
　　　　　　　　　-Comes from:
　　　　　　　　　　　　　RTXT/RTXL
　　　　　　　　　　　　　CATX
　　　　　　　　　　　　　STXT/STXL

　　　　　　　　　-If print indicator is Y, this text will also print on the award document.

<u>Cross-Reference</u>   <u>Steps</u>

>   NOTE: The user may indent as needed and may place blank lines in the text by
>   spacing out the period.

For text record processing see the following information.

CREATING AGENCY SPECIAL DELIVERY TEXT

>   See Section 2, Agency Database Maintenance for a discussion of Agency Special
>   Delivery Text (ASDT).

CREATING COMMODITY DESCRIPTIONS

>   When creating commodity descriptions, you must enter a commodity text type to
>   the left of each line of commodity description. See Section 3, Commodity Database
>   Maintenance (CSPC) for a discussion of the various commodity text type codes.

CREATING CONTRACT COMMODITY DESCRIPTIONS CHANGES

>   When creating commodity descriptions changes, you must enter a commodity text
>   type to the left of each line of commodity description. See Section 11, Contract
>   Processing (KMOD) for a discussion of the various commodity text type codes.

CREATING CONTRACT NOTICE OF AWARD TABLE

>   See Section 11, Contract Processing (KNOA) for a discussion of Contract Notice of
>   Award Text.

CREATING CONTRACT NOTES TABLE

>   See Section 11, Contract Processing (KNTE) for a discussion of Contract Notes
>   Table.

CREATING CONTRACT VENDOR TEXT TABLE

>   See Section 11, Contract Processing (KVTX) for a discussion of Contract Vendor
>   Text Table.

CREATING CHANGE ORDER COMMODITY DESCRIPTIONS CHANGES

>   When creating change order commodity descriptions changes, you must enter a
>   commodity text type to the left of each line of commodity description. See Section
>   9, Order Change Processing (OCMD) for a discussion of the various commodity
>   text type codes.

CREATING ORDER CHANGE TEXT CHANGES

Cross-Reference   Steps
_____

Section 9, Order Change Processing (OCTX) for a discussion of Order Change Text.

CREATING ORDER COMMODITY DESCRIPTIONS CHANGES

When creating order commodity descriptions changes, you must enter a commodity text type to the left of each line of commodity description. See Section 8, Order Processing (OFST/OMOD) for a discussion of the various commodity text type codes.

CREATING ORDER NOTES

See Section 8, Order Processing (ONTE) for a discussion of Order Notes.

CREATING ORDER VENDOR TEXT TABLE

See Section 8, Order Processing (OVTX) for a discussion of Order Vendor Text Table.

CREATING REQUISITION LINE TEXT

See Section 6, Requisition Processing (RLTX) for a discussion of Requisition Line Text.

CREATING REQUISITION SPECIFICATION CHANGES

When creating requisition commodity descriptions (specification) changes, you must enter a commodity text type to the left of each line of commodity description. See Section 6, Requisition Processing (RMOD) for a discussion of the various commodity text type codes.

CREATING REQUISITION SPECIFICATION TEXT

See Section 6, Requisition Processing (RTXL) for a discussion of Attach Requisition Specifications.

Cross-Reference   Steps

CREATING REQUISITION NOTES

See Section 6, Requisition Processing (RNTE) for a discussion of Requisition Notes.

CREATING REQUISITION VENDOR TEXT TABLE

See Section 6, Requisition Processing (RVTX) for a discussion of Requisition Vendor Text Table.

CREATING SOLICITATION ATTACHMENT TEXT

See Section 7, Solicitation Processing (SATT/3) for a discussion of Solicitation Attachment Text.

CREATING SOLICITATION AMENDMENT TEXT TABLE

See Section 7, Solicitation Processing (SATX) for a discussion of Solicitation Amendment Text Table.

CREATING SOLICITATION NOTES

See Section 7, Solicitation Processing (SNTE) for a discussion of Solicitation Notes.

CREATING SOLICITATION TEXT LINE CHANGES

See Section 7, Solicitation Processing (STXL) for a discussion of Solicitation Text Line Changes.

CREATING SOLICITATION VENDOR TEXT TABLE

See Section 7, Solicitation Processing (SVTX) for a discussion of Solicitation Vendor Text Table.

CREATING TEXT LINE TABLE

See Section 5, Text Database Maintenance (TXLN) for a discussion of Text Line Table.

CREATING VENDOR NOTES

See Section 4, Vendor Database Maintenance (VNTE) for a discussion of Vendor Notes.

1.2 Copy and Modify Text

Overview

To copy and modify text in AGPS means to copy standard text from the Text or Commodity database to a purchasing document and modify it just for that document without affecting the original text.

The copy and modify text transactions are shown above. When the text first appears on the screen it is exactly as the original. If the user makes a single key stroke change to the text, the text will be saved in its entirety and retained for use with that purchasing document. For example, a term and condition existing in the Text database may need to be slightly modified for a particular solicitation. The user may reference that text, use the STXL transaction to see the actual text from the Text database and change the text as needed. When the changes are made, the text is saved for that solicitation without affecting the original text in the Text database.

Inputs

- Required text processing screen

- Required text screen key(s)

- Required text/change to text

Outputs

- Updated text table record

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine text processing requirement, transaction to use, key(s) and required text.

2. If the user is not viewing the desired text transaction, type the desired text transaction in the Function Line and press RETURN/ENTER.

3. Type **G** (GET) in the Function Line and the desired record key in the record key fields and press RETURN/ENTER.

4. Type **C** (CHANGE) in the Function Line

5. Using the TAB key, move to the first text line and type the desired text.

6. When all text has been entered correctly, press RETURN/ENTER.

1.4 Inserting and Deleting Text Lines

Overview   To insert or delete text several conditions have to be met:

- The area to which text is to be inserted or deleted from must be on the screen.

- The user can only insert or delete as many lines as are shown on the screen.

Inputs

- Required text processing screen

- Required text screen key(s)

- Required text/change to text

Outputs

- Updated text table record

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine text processing requirement, transaction to use, key(s) and required text.

2. a. Type **C (CHANGE)** in the Function Line.

   b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

   c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines displayed)) **or**, if inserting text, insert the text line number after which text is to be inserted.

3. Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will 'PREVIOUS UPDATE SUCCESSFUL'.

   X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

Cross-Reference   Steps

                    I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out. skip to step 4.

c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.5 How To Enter More Text Lines When The Screen Is Full

Overview   The user is also provided the capability to enter more lines of text when the screen is full.

Inputs   ●   Required text processing screen

                      ●   Required text screen key(s)

                      ●   Required text/change to text

Outputs   ●   Updated text table record

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine text processing requirement, transaction to use, key(s) and required text.

                      2.   Type **G** (GET) in the Function Line of the primary text transaction screen

                                 a.   Using the TAB key, move to Text Action field and type **B**

                      3.   Press RETURN/ENTER. This will move the bottom line to the top of the text area and allow more text to be entered.

                      4.   Type **(C) CHANGE** in the Action line.

                                 a.   Using the TAB key, move to the first null text line and type the desired text.

                      5.   When complete press RETURN/ENTER.

                                 If errors exist, AGPS will display error messages at the bottom of the screen. The user must correct the entered data and press RETURN/ENTER. If errors do not exist, AGPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

1.6 Adding Text At the Top Of A Document

Overview   The user is also provided the capability to enter more lines of text at the top of a text record where a blank or null line does not currently exist.

Inputs   ●   Required text processing screen

              ●   Required text screen key(s)

              ●   Required text/change to text

Outputs   ●   Updated text table record

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine text processing requirement, transaction to use, key(s) and required text.

2. To add text at the top of beginning of a document.

    a. Type **G** (GET) in the Function Line

    b. Using the TAB key, move to Text Action field and type **T**

3. Press RETURN/ENTER. This will move the top of the document.

    a. Using the TAB key, move to Text Action field and type **U**

4. Press RETURN/ENTER. This will create a blank lines at the top of the document.

5. Type **(C) CHANGE** in the Action line.

    a. Using the TAB key, move to the first text line field and type desired text

6. Press ENTER.

Cross-Reference	Steps

If errors exist, AGPS will display error messages at the bottom of the screen. The user must correct the entered data and press RETURN/ENTER. If errors do not exist, AGPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

2 SCROLLING THROUGH A DOCUMENT

2.1 Scrolling Down

Overview   In AGPS, text processing transactions text lines may be scrolled down a screen (nine lines) as a text action.

Inputs   ●   Required text processing screen

                ●   Required text screen key(s)

                ●   Required text scroll action

Outputs   ●   Display of scrolled text table text lines

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine text scrolling action.

2.   To scroll down in a document a page (nine text lines) at a time.

          a.   Type **G** (GET) in the Function Line

          b.   Using the TAB key, move to the Text Action field and type **D**

3.   Press RETURN/ENTER.

        AGPS will move you down the document one page. Continue to press RETURN/ENTER to scroll down the document.

2.2 Scrolling Up

Overview   In AGPS, text processing transactions text lines may be scrolled up a screen (nine lines) as a text action.

Inputs   ●   Required text processing screen

                ●   Required text screen key(s)

                ●   Required text scroll action

Outputs   ●   Display of scrolled text table text lines

**Completing
The Procedure**

Cross-Reference   Steps

                1.   Determine text scrolling action.

                2.   To scroll up in a document a page (nine lines of text) at a time.

                    a.   Type **G** (GET) in the Function Line

                    b.   Using the TAB key, move to the Text Action field and type **U**

                3.   Press RETURN/ENTER.

                    AGPS will move you up the document one page. Continue to press RETURN/ENTER to scroll up the document.

2.3 Scrolling To The Bottom

Overview

In AGPS, text processing transactions text lines may be scrolled to the bottom (last line of text) of the record from any point within the record.

Inputs

- Required text processing screen

- Required text screen key(s)

- Required text scroll action

Outputs

- Display of scrolled text table text lines

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine text scrolling action.

2. To scroll to the bottom of a document.

     a.   Type **G** (GET) in the Function Line

     b.   Using the TAB key, move to the Text Action field and type **B**

3. Press RETURN/ENTER.

    AGPS will move you directly to the bottom of the document.

2.4 Scrolling To The Top

Overview   In AGPS, text processing transactions text lines may be scrolled to the top (first line of text) of the record from any point within the record.

Inputs   ●   Required text processing screen

                      ●   Required text screen key(s)

                      ●   Required text scroll action

Outputs   ●   Display of scrolled text table text lines

**Completing
The Procedure**

Cross-Reference   Steps
_____

                      1.   Determine text scrolling action.

                      2.   To scroll to the top or beginning of a document.

                                 a.   Type **G** (GET) the Function Line

                                 b.   Using the TAB key, move to the Text Action field and type **T**

                      3.   Press RETURN/ENTER.

                                 AGPS will move you to the beginning of the document.

2.5 Scrolling To A Page (Relative Text Line)

Overview   In AGPS, text processing transactions text lines may be scrolled to a specific page (relative text line) of the record from any point within the record.

Inputs   ●   Required text processing screen

            ●   Required text screen key(s)

            ●   Required text scroll action

Outputs   ●   Display of scrolled text table text lines

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine text scrolling action.

2.   To scroll to a specific page number.

       a.   Type **G** (GET) in the Function Line

       b.   Using the TAB key, move to the Text Action field and type **R**

       c.   Using the TAB key, move to the Line Number field and type the relative text line number

3.   Press RETURN/ENTER.

       AGPS will move you to that relative text line number and display up to eight lines of text following that line, if existing.

8.5 Change Message Text Line Table

Overview   The System Administrator is provided the capability to maintain message text for a valid message text header record. This is accomplished by the use of the BTLN screen.

Inputs   ● Required message text key

     ● Required change to text

Outputs   ● Updated BTLN Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the message text key for which the user will change text and the required change to text.

2. Change BTLN record in AGPS.

ADMN 4: BTLN   a. If you are not in the BTLN screen, type **BTLN** in the Function Line and press RETURN/ENTER.

          b. Type **G (GET)** in the Action Line.

          c. Using the TAB key move to Message Text Key field and type desired message text key.

          d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

          NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

          a. Type **C (CHANGE)** in the Action Line.

Cross-Reference   Steps

        b.   Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

   4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

8.6 Delete/Insert Message Text Line Table

Overview   The System Administrator is provided the capability to delete or insert lines of text for a valid message text header record. This is accomplished by the use of the BTLN and BTLN screens.

Inputs   ●   Required message text key

●   Required change to text

Outputs   ●   Update BTLN Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the message text key for which the user will change text and the required change to text.

2.   Delete/Insert message text lines in BTLN records.

ADMN 4: BTLN   a.   If you are not in the BTLN screen, type **BTLN** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Action Line.

c.   Using the TAB key move to Message Text Key field and type desired message text key.

d.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text line record.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

Cross-Reference   Steps

         c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

    4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

             X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

             I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

         a.   If inserting text, type **C (CHANGE)** in the function line.

         b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

         c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

    5.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

8.7 Inquire Message Text Line Table

Overview   The System Administrator is provided the capability to inquire message text for a message text header record. This is accomplished by the use of the BTLN screen.

Inputs   ●   Required message text key

                ●   Required text action

Outputs   ●   Display of requested Message Text Line Table text

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the message text key for which the user will inquire text.

2.   Inquire BTLN record text.

ADMN 4: BTLN   a.   If you are not in the BTLN screen, type **BTLN** in the Function Line and press RETURN/ENTER.

                            b.   Type **G (GET)** in the Action Line.

                            c.   Using the TAB key move to Message Text Key field and type desired message text key.

                            d.   Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER.

         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the message text line record should be displayed.

Chapter 4 Documents

Field Completion

Field	Size	Description
Prt O/L	1	Unprotected. Used to indicate if the award document may be printed on line. Allowed entries are Y (Yes) or N (no).
Type Intf	1	Unprotected. Used to indicate the type of accounting interface used for processing of required accounting distribution records. Allowed entries are O (On-Line), B (Batch) or N (None).
Acct Reqd	1	Unprotected. Used to indicate if an accounting distribution record is required for processing. Allowed entries are Y (Yes) or N (no).
Appr Type	2	Unprotected. Used to identify the approval type for processing of the award document type. This field may be blank. If greater than spaces, entry must be equal BTAB Table IA (Installation Approvals).
Type Awd	1	Unprotected. Used to indicate the type of award processing to be used for creating the award document type in the required AGPS database. Allowed entries are C (Contract), O (Order) or space.

BTLN   Message Text Line Table

```
ENTER FUNCTION: ............ TRANS: BTLN
                                                            DATE:
MESSAGE TEXT LINE TABLE                                     TIME:
KEY IS MESSAGE TEXT KEY                                     TERM:

MESSAGE TEXT KEY ...: .......

TEXT ACTION.......: .  LINE NUMBER: ....  LINE TOTAL:

        --------1---------2---------3---------4---------5---------6---------7
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
```

Purpose   The purpose of Message Text Line Table is to provide the System Administrator the
                       capability to maintain message text for the AGPS sign-on screen. Access is granted to those
                       users with proper security.

Screen
Characteristics   Add, Change, and Inquire Message Text Line Table.

Procedure
Cross-Reference   Chapter 2, 8 Establish And Maintain AGPS Message Text;

                       8.4 Add Message Text Line Table
                       8.5 Change Message Text Line Table
                       8.6 Delete/Insert Message Text Line Table
                       8.7 Inquire Message Text Line Table

Field Completion

Field	Size	Description
Date	8	Protected. Current system operating date.
Time	8	Protected. Current system operating time.
Term	8	Protected. Current user terminal ID.
Message Text Key	8	Unprotected. Key. Required to identify the message text key for which text is processed. Must be key to a valid record in the BTXT Table.
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

   T - Top
   B - Bottom
   U - Page up
   D - Page down
   R - Relative
    I - Insert
   X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	70	Unprotected. Free form text line at the users discretion. A (.) in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the (.) to a space.

BTL2 **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ............ TRANS: BTL2
                                                     DATE:
MESSAGE TEXT LINE TABLE #2                           TIME:
KEY IS MESSAGE TEXT KEY                              TERM:

MESSAGE TEXT KEY ...: .......

SCROLL ACTION.......: .  LINE NUMBER: ....   LINE TOTAL:

ACT    ---------1---------2---------3--------4---------5--------6---------7
..    ........................................................................
..    ........................................................................
..    ........................................................................
..    ........................................................................
..    ........................................................................
..    ........................................................................
..    ........................................................................
..    ........................................................................
..    ........................................................................
```

Purpose   The purpose of Message Text Line Table #2 is to provide the System Administrator the capability to maintain message text for the AGPS sign-on screen. Access is granted to those users with proper security.

**Screen
Characteristics**   Delete/Insert Message Text Line Table.

**Procedure
Cross-Reference**   Chapter 2, 8 Establish And Maintain AGPS Message Text,

                    8.6 Delete/Insert Message Text Line Table.

Table of Contents

AACG   **Agency Account Table**: The purpose of the Agency Account Table is to provide the user with the ability to add, change, delete and inquire agency account records. Multiple account records for an agency are allowed. Access is granted to those records which the user has been provided security access.

AADR   **Sub-Agency Address Table**: The purpose of the Sub-Agency Address Table is to provide the user with the ability to add, change, delete and inquire agency address records. Multiple address records for an agency are allowed provided the sub-agency number is unique. Access is granted to those records which the user has been provided security access.

ABUA   **Purchasing Agency Buyer And Agency Table**: The purpose of the Purchasing Agency Buyer and Agency Number table is to provide the user with a list of Agencies and their Names for the responsible purchasing agency and buyer code specified.

ABUY   **Agency Buyer Table**: The purpose of the Agency Buyer Table is to provide the user with the ability to add, change, delete, or inquire agency buyer table records. These records are used throughout the purchasing process to identify and document the buyer of record for a solicitation, order, or contract. The printer ID, printer type, and print class fields allow printing on a remote printer at the buyer/team printers. Access to these records is restricted to those users granted proper security capability.

ACAD   **Agency Commodity Approval Designation Table**: The purpose of the Agency Commodity Approval Designation Table is to provide the agency user with the capability to create and maintain a list of commodities that require approval when purchased above the specified approval limit. Access is granted to those users with proper security.

ADET   **Agency Purchase Detail Table**: The purpose of the Agency Purchase Detail Table is to provide the user with the ability to inquire an Agencies purchase data by order number. Access is granted only to those records for which the user has security access.

AGCY   **Agency Header Table**: The purpose of the Agency Header Table is to provide the user with the ability to ADD, CHANGE, DELETE or INQUIRE agency header table data. The state bid list field allows the ability to indicate if the state vendor bid list is to be used ("Y") or not ("N") when no vendors are found on the agency CASV (Commodity by Agency Supplying Vendor) record. The department purchasing agency and buyer fields provide the ability to assign a requisition to a specific buyer for the requisitioning agency. Access is granted only to those records for which the user has security access.

AGNM   **Agency Name Table**: The purpose of the Agency Name Table is to provide the user with the ability to inquire agency numbers by agency name. Moving the cursor to a desired name and pressing 'ENTER' will cause the system to leaf to the corresponding Agency header record (AGCY) for further detail.

AGRI **Agency Group by Agency/Sub-Agency**: The purpose of the Agency Group by Agency/Sub-Agency is to provide the user with the ability to inquire agency groups by agency/sub-agency. Access is limited to those agency/sub-agencies for which the user has security access.

AGRP **Agency Group Table**: The purpose of the Agency Group Table is to provide the user with the ability to add, delete and inquire AGRP table records. Agency groups are defined at the user's discretion. The group number must first be defined in BTAB Table AG (Agency Group). Agency groups are used in contracts to identify a group of agencies authorized to use a contract. Access to these records is limited to those which the user has security access.

AHST **Agency History Table**: The purpose of the Agency History Table is to provide the user with the ability to inquire the dollar amounts purchased by commodity for an agency for the current fiscal year and the previous fiscal year. Access is permitted only to those records for which the user has security access.

ANOA **Agency Notice of Award**: The purpose of the Agency Notice Of Award Table is to provide the user with the ability to add, change, delete and inquire agency notice of awards records. Record is used to define the contract tracking numbers for which a notice of award will be produced for that agency. Access is restricted to those records for which the user has authority to access.

ANOB **Sub-Agencies by Notice of Award Number Table**: The purpose of the Sub-Agency by Notice of Award Number Table is to provide the user with the ability to inquire T-Numbers to determine the agency/sub-agencies which will receive notice of awards.

AOBJ **Agency Object Code Table**: The purpose of the Agency Object Code Table is to provide the user the capability to create and maintain an Agency Object Code Table record for identifying those object code numbers that the agency wants approvals. Functions are ADD, DELETE, and INQUIRE. Access is granted to those users with proper security.

ASDT **Agency Special Delivery Text**: The purpose of the Agency Special Delivery Text table is to provide the user with the ability to record special delivery instructions for the agency. The text format is free form and can be used as the user desires. This special delivery text will print on all solicitations, orders, contracts, and contract release orders for this agency. Access is granted to those agencies for which the user has security access.

ASNM **Sub-Agency by Name Table**: The purpose of the Sub-Agency By Name table is to provide the user with the ability of inquiring sub-agency number by sub-agency name. Moving the cursor to a desired name and pressing 'ENTER' will cause the system to leaf to the corresponding Sub-agency Address record for further detail.

ASUM **Agency Purchase Summary Table**: The purpose of the Agency Purchase Summary Table is to provide the user with the ability to inquire summary data on purchases made by the agency. Access is limited to those records for which the user has the proper security access.

BAAP   **Access Authority Group Maintenance**: The purpose of Access Authority Group Maintenance table is to provide the System Administrator the capability to maintain BAAT Table records by Access Authority Group Code for the AGPS access and processing. Access is granted to those users with proper security.

BAAT   **Access Authority Table**: The purpose of the Access Authority Table is to provide the user with the capability of adding, changing, deleting and inquiring Access Authority Records. Access is restricted to those records for which the user has the proper access. NOTE: The control of this table should be restricted to supervisory personnel. This table is used to describe the record maintenance capability assigned to a given user ID.

BAL1   **Installation Approvals By Alternate Approver 1**: As part of the Approval Process you may need to inquire Installation Approver records by Alternate Approver 1 to evaluate possible approvals that may be generated as a part of system processing.

BAL2   **Installation Approvals By Alternate Approver 2**: As part of the Approval Process you may need to inquire Installation Approver records by Alternate Approver 2 to evaluate possible approvals that may be generated as a part of system processing.

BAL3   **Installation Approvals By Alternate Approver 3**: As part of the Approval Process you may need to inquire Installation Approver records by Alternate Approver 3 to evaluate possible approvals that may be generated as a part of system processing.

BAPI   **Installation Approvals Index**: As part of the Approval Process you may need to inquire a list of approvers for an approval category within an approval type, within an approval agency.

BAPM   **Installation Approval Table Maintenance**: As part of the Approval Process you may need to maintain multiple Installation Approver records for an approver. You may accomplish this with a single screen rather than maintaining each individual Installation Approver record with that approver.

BAPP   **Installation Approvals by Primary Approver**: As part of the Approval Process you may need to inquire a list of Installation Approver records for a primary approver.

BAPR   **Installation Approval Sequence Table**: As part of the Approval Process you may desire to establish an order in which approvals will be built for a stage of processing other than what currently exists within the BAPV Table record(s). This table provides you with the capability to maintain approval sequencing tables. The PAPV (approval) build module will use this table to determine the sequence at which a specific approval will be built in the approval (PAPV) table.

BAPV   **Installation Approval Table**: As part of the Approval Process you will be required to establish the configuration and sequence of Installation Approvers records that will be used to automatically build required approvals when the conditions are met for such approvals.

BAUA   **Accounting Interface Audit Table by Paying Agency**: The purpose of this screen is to provide the user the capability to inquire Accounting Interface Audit Table record(s) by paying agency of all on-line and batch accounting transactions sent to an accounting system from AGPS and transactions received from any accounting system. Access is granted to those users with proper security.

BAUC   **Accounting Interface Audit by Processing Date and Time**: The purpose of this screen is to provide the user the capability to inquire Accounting Interface Audit Table record(s) by processing date and time of all on-line and batch accounting transactions sent to an accounting system from AGPS and transactions received from any accounting system. Access is granted to those users with proper security.

BAUD   **Accounting Interface Audit Table**: The purpose of this screen is to provide the user the capability to inquire Accounting Interface Audit Table record(s) of all on-line and batch accounting transactions sent to an accounting system from AGPS and transactions received from any accounting system. Access is granted to those users with proper security.

BAUI   **Accounting Interface Audit by Document Number**: The purpose of this screen is to provide the user the capability to inquire Accounting Interface Audit Table record(s) by document number of all on-line and batch accounting transactions sent to an accounting system from AGPS and transactions received from any accounting system. Access is granted to those users with proper security.

BHOL   **Holiday Table**: The purpose of the Holiday Table is to provide the user with the capability of adding, deleting and inquiring holiday records. This table is utilized throughout the system to insure that scheduled dates and other important dates do not fall on holidays. Holidays are defined as any days on which state agencies are officially not at work. This table should be maintained by supervisory personnel.

BINS   **The Installation Table**: The purpose of The Installation Table is to provide the user and the system with a reference point for retaining standard dates and numbering sequences. The table is not maintained by the user.

BIN2   **Installation Table #2**: The purpose of Installation Table #2 is to provide the user the capability to inquire unique variables used by various screens/programs for processing of various transactions within AGPS. This table is not maintained by the user. Access is granted to those users with proper security.

BIN3   **Installation Table #3**: The purpose of Installation Table #3 is to provide the user and the system with a reference point for retaining last file number numbering sequences for each buying unit and limitations for on-line purchase orders. The table is maintained by the system administrator.

BLBL **Accounting Distribution Label Table**: This screen provides the user the capability to create unique field entry titles for the accounting records (RACG, OACG, OCAC, OFST, OAM2) funds distribution entries. The user functions allowed are add, change, delete, and inquire. Access is granted to those users with proper security.

BMAT **Document Type Matrix Table**: The purpose of Document Type Matrix Table is to provide the System Administrator the capability to maintain the document matrix for AGPS processing. Access is granted to those users with proper security.

BRCP **Reciprocity Table**: The purpose of the Reciprocity Table is to provide the user with the capability of adding, deleting and inquiring reciprocity state information. Table is used to define reciprocity states and reciprocity information for each state. Access is restricted to those user that have the proper security access.

BREG **Regions Code Table**: The purpose of the Regions Code Table is to provide the user with the capability of adding, deleting and inquiring region code tables. Table is used to define the parishes which are assigned to a given region code. Access is restricted to those user that have the proper security access.

BRGI **Region By Parish**: The purpose of the Region by Parish Code Table is to provide the user the ability to inquire which regions a parish is assigned to.

BSTD **Standards Table**: The purpose of the Standards Table is to provide the user with the capability to add, change, delete and inquire standards table records. The tables are utilized in the scheduling of requisitions and solicitations. Standards are established at the discretion of the purchasing organization based on past experience. Periodic review and revisions are appropriate based on system experience.

BTAB **Tables Table**: The purpose of the Tables Table is to provide the user with the capability to add, change, delete and inquire table records. These tables are used extensively throughout the system for processing and code interpretation.

BTLN **Message Text Line Table**: The purpose of Message Text Line Table is to provide the System Administrator the capability to maintain message text for the AGPS sign-on screen. Access is granted to those users with proper security.

BTXT **Message Text Header Table**: The purpose of Message Text Header Table is to provide the System Administrator the capability to maintain message text for the AGPS sign-on screen. Access is granted to those users with proper security.

CAAD   **Commodity Award Contract by Agency Detail**: The purpose of the Commodity Award Contract by Agency Detail is to provide the user with the ability to inquire commodity items by ship to agency/ship to sub agency to view the contracts and their associated vendors and line numbers with brand/model information, expiration dates, and minimum order amounts, which have been awarded.

CAGY   **Commodity DPA Agency Table**: The purpose of the Commodity DPA Agency Table is to provide the user the capability to create and maintain a Commodity DPA Agency Table record(s) for identifying those agencies that have delegated purchase authority for a specified commodity. Functions are add, change, delete, and inquire. Access is granted to those users with proper security.

CAIN   **Commodity Agency Inventory Table**: The purpose of the Commodity Agency Inventory Table is to provide the user the capability to create and maintain a Commodity Agency Inventory Table record by identifying those agencies that are allowed to purchase inventory commodity items. Functions are add, delete, and inquire. Access is granted to those users with proper security.

CASA   **Commodity Agency Set-Aside Table**: The purpose of the Commodity Requisition Agency Set-Aside table is to provide the user with the capability of indicating set aside commodities at the class/sub-class level for each agency. Access is granted only to those users with the proper authority to maintain the record.

CASI   **Commodity by Agency Supplying Vendor Table**: The purpose of the Commodity by Agency Supplying Vendor Table is to provide the agency user with the capability of inquiring their own bid lists by commodity. Access is granted only to those bid lists that the user has security access.

CASV   **Commodity Agency Supplying Vendor Table**: The purpose of the Supplying Agency Vendor Table is to provide the agency with the capability of adding a vendor as a supplying vendor for a commodity class/sub-class and for inquiring or deleting records. Access is granted only to those commodity records for which the user has security access.

CATX   **Commodity Agency Text Table**: The purpose of the Commodity Agency Text table is to provide the user with the ability to link FROM/TO text to a class/sub-class. Security is based on the purchasing agency and access is granted only to those commodities for which the user has access.

CAWA   **Commodity Award Contract by Agency Table**: The purpose of the Commodity Award Contract by Agency Table is to provide the user with the ability to inquire commodity items by ship to agency/ship to sub agency to view the contracts, and their associated vendors and line numbers, which have been awarded.

CAWD   **Awarded Contracts Table #1**: The purpose of the Awarded Contracts Table #1 is to provide the user with the ability to inquire commodity items to view the contracts, and their associated vendors and line numbers, which have been awarded.

CAW2   **Awarded Contracts Table #2**: The purpose of the Awarded Contracts Table #2 is to provide the user with the ability to make detail inquiries of awards made for a specific commodity number under a specific contract.

CDES   **Commodities by Description Table #1**: The purpose of the Commodities By Description Table is to provide the user with the capability for inquiry of a commodity number by the first line of the description/specification for the number. Leafing is provided to the COM2 table record for this screen.

CGEI   **Vendors by GEO Bid Code Table**: The purpose of the Vendors by Geo Bid Code Table is to provide the user with the capability to inquire geographic bid codes by vendor number within commodity number and Geo Bid Code.

CGEO   **GEO Bid Codes By Vendor Number**: The purpose of the Geo Bid Codes by Vendor Number is to provide the user with the capability to add, delete and inquire geographic bid codes for an input commodity class/sub-class and vendor number. Access is limited to those records for which the user has security access.

CGSA   **Vendors by Set Aside Code, Commodity Code, GEO Bid Code and Vendor Number Table**: The purpose of the Vendors by Set Aside Code, Commodity Code, Geo Bid Code and Vendor Number Table is to provide the user with a listing of vendors meeting specified set aside criteria for a Commodity Code within a Geographical Region. Access is limited to those records for which the user has security access.

CITM   **Commodities by Item Number Table**: The purpose of the Commodities by Item Number Table is to provide the user with the capability to inquire commodity numbers by the item number portion of the commodity number.

CKWD   **Commodity Keyword by Commodity Number Table**: The purpose of the Commodity Keyword by Commodity Number Table is to provide the user with the capability to inquire the commodity database by a set of user-assigned keywords. The CKWD table allows the user to add, delete or inquire keyword records in the commodity database. Once the desired record is obtained the user can then leaf to the commodity header record for further detail. Security is based on commodity maintaining agency and the user must have the proper access.

CKWI   **Commodity by Keyword Table**: The purpose of the Commodities by Keyword Table is to provide the user with the capability to inquire commodity numbers by their keyword. Once the user decides that further detail is required, the user can leaf to the COM2 table for the selected commodity number. Security is at the maintaining agency level and the user must have security access to view the record.

COBI   **Commodity Object Inquiry Table**: The purpose of the Commodity Object Inquiry Table is to provide the user the capability to inquire a Commodity Object Table record for identifying those object numbers that may be used for purchase of a specified commodity. Function is inquire only. Access is granted to those users with proper security.

COBJ   **Commodity Object Table**: The purpose of the Commodity Object Table is to provide the user the capability to create and maintain a Commodity Object Table record for identifying those object numbers that may be used for purchase of a specified commodity. Functions are ADD, DELETE, and INQUIRE. Access is granted to those users with proper security.

COMC   **Commodity Creation Table**: The purpose of the Commodity Creation Table is to provide the user with the ability to add multiple commodity records to the Commodity database for a specific Class, Sub-Class by a batch process. The user enters the Commodity information and the number of records requested and the request is processed during the nightly cycle. Security is based on the maintaining agency and the user must have commodity update authorization to add, change or delete records on COMC.

COMM   **Commodity Header Table #1**: The purpose of the Commodity Header Table #1 is to provide the user with the capability of inquiring commodity numbers. The Table also provides the user with the status of the commodity, the buyer assigned that commodity and the first line of the commodity description. The table allows the user to leaf to the COM2 table if further detail is required.

COM2   **Commodity Header Table #2**: The purpose of the Commodity Header Table #2 is to provide the user with the capability to add, change, delete and inquire the commodity header table. The security for this table is based on the maintaining agency and the user must have security access to change data found here.

COM3   **Commodity Header Table #3**: The purpose of the Commodity Header Table #3 is to provide the user with the capability to inquire a specific Commodity Number concerning the most recent purchasing history and provides summary data of purchases made for the past year to date.

CPUR   **Commodity Purchase Agency Table**: The purpose of the Commodity Purchase Agency Table is to provide the user the capability to create and maintain a Commodity Purchase Agency Table record by identifying those agencies that are authorized purchase agencies for a specified commodity. Functions are add, delete, and inquire. Access is granted to those users with proper security.

CSPC   **Commodity Description Table**: The purpose of the Commodity Description Table is to provide the user with the ability to add, change, delete and inquire commodity specifications for commodity numbers. This table is utilized to add descriptions after the commodity number has been created with the COM2 screen. This text will print on solicitations, orders, contracts, and contract release orders for this commodity item unless replaced by a commodity description modification. Security is limited to the commodity maintaining agency. NOTE: Special processing is required for all 'Action Line' text screens. Only action codes 'C' (change), 'E' (end), 'G' (get), and 'L' (leaf) are allowed with this screen. Refer to Users Guide for further instructions on use of this screen.

CSTA   **Commodity by Status Code**: The purpose of the Commodity by Status Code table is to provide the user the ability to inquire the Commodity database by commodity status code. Should further detail information be desired the user can leaf to the COMM table.

CSVA   **Supplying Vendor - Multiple Classes**: The purpose of the Supplying Vendor - Multiple Classes screen is to provide the user with the capability of registering a vendor as a supplier for multiple classes/sub-classes. In addition the vendor can be added to multiple geographic bid regions. Access is granted only to those users with the proper authority to maintain the record.

CSVI   **Commodity Supplying Vendor By Region Code Table**: The purpose of the Commodity Supplying Vendor By Region Code Table is to provide the user with inquiry capability showing basic information about the vendors registered against specific commodity classes/sub-classes within a region code. If detail information about the vendor is desired the user can leaf to CSV2. Access is granted only to those commodities that the user has security access.

CSVN   **Commodity Supplying Vendor Table #1**: The purpose of the Commodity Supplying Vendor Table #1 is to provide the user with inquiry capability showing basic information about the vendors registered against specific commodity classes/sub-classes. If detail information about the vendor is desired the user can leaf to CSV2. Access is granted only to those commodities that the user has security access.

CSV2   **Supplying Vendor Table #2**: The purpose of the Supplying Vendor Table #2 is to provide the user with the capability of adding a vendor as a supplying vendor for a commodity class/sub-class and for changing, inquiring, or deleting CSVN records. Access is granted only to those commodity records for which the user has security access.

CSV3   **Supplying Vendor Table #3**: The purpose of the Supplying Vendor Table #3 is to provide the user with the ability to inquire the commodity database and display a vendor's 'No Response/No Bid' status for a commodity class/sub-class. Access is limited to those commodity class/sub-class records for which the user has security access.

CTYP   **Commodities by Description Type Table**: The purpose of the Commodities by Description Type Table is to provide the user with the capability to inquire commodity numbers by specification type and first Line of the description for that commodity number.

CUOM   **Commodity Unit of Measure Table #1**: The purpose of the Commodity Unit Of Measure Table #1 is to provide the user with the ability to add, delete and inquire unit of measure table records for a commodity. Access is granted only to those commodity numbers for which the user has security access.

CUO2   **Commodity Unit of Measure Table #2**: The purpose of the Commodity Unit of Measure Table #2 is to provide the user with the capability of inquiring the purchasing history of a commodity number unit of measure over the past calendar year on a month-to-month basis. Access is granted only to those commodity numbers for which the user has security access.

CVDR   **Commodities by Supplying Vendor**: The purpose of Commodities by Supplying Vendor is to provide the user with the capability to inquire a vendor number to determine which commodity numbers (class/sub-class) the vendor is currently registered against.

FORT   **Format Definition Table**: The purpose of Format Definition Table is to provide the System Administrator the capability to maintain screen access and allowed functions by security group for all screens used within AGPS. Access is granted to those users with proper security.

HDET   **History Detail Table**: The purpose of the History Detail Table is to provide the user with the ability to review the status change history for a given document and document type. History detail records are written by the system each time a status change occurs.

HIST   **History Header Table**: The purpose of the History Header Table is to provide the user with the ability to inquire history data related to purchasing activity transactions. The user can leaf to the HDET table for a history detail.

INST   **The Installation Table**: The purpose of The Installation Table is to provide the Systems Administrator the capability to maintain the Installation Table processing parameters for processing in AGPS. Access is granted to those users with proper security.

INS2   **Installation Table #2**: The purpose of Installation Table #2 is to provide the System Administrator the capability to maintain unique variables used by various screens/programs for processing of various transactions within AGPS. Access is granted to those users with proper security.

INS3   **Installation Table #3**: The purpose of Installation Table #3 is to provide the system administrator the capability to maintain the last file number numbering sequences for each buying unit and limitations for on-line purchase orders. Access is granted to those users with the proper security.

KABC   **Contracts By Agency and Buyer Code**: The purpose of the Contracts by Agency and Buyer Code table is to provide the user with a list of contracts and their titles for the Purchasing Agency and Buyer Code specified. Access is granted only to those contracts for which the user has security access.

KACN   **Contracts By Agency Contract Number**: The purpose of the Contracts by Agency Contract Number table is to provide the user with a display of a contract's values, encumbrance, and expenditure. Access is granted only to those contracts for which the user has security access.

KANO   **Contracts By Agency Number Table**: The purpose of the Contract by Agency Number Table is to provide the user with a list of contracts and their titles for the agency specified. Access is granted only to those contracts for which the user has security access.

KARN   **Contracts By Agency Requisition Number**: The purpose of the Contracts by Agency Requisition Number table is to provide the user with a list of contract numbers by any agency number and agency requisition number. Access is granted only to those contracts for which the user has security access.

KBST   **Contracts By Purchasing Agency, Buyer And Status Code**: The purpose of the Contracts by Purchasing Agency, Buyer and Status Code table is to provide the user with a list of contracts and their titles, status codes, and change dates for the purchasing agency and buyer code specified. Access is granted only to those contracts for which the user has security access.

KCHG   **Contract Order Change Table**: The purpose of the Contract Order Change Table is to provide the user with the capability to add, change, delete or inquire contract change records. Access to the records is granted only to those users that have security access.

KCIL   **Contract Catalog Item Line Description**: The purpose of the Contract Catalog Item Line description is provide the user with the capability to make inquires to the catalog item description for a given contract line. Access to this screen is granted only to those contracts for which the user has security access.

KCIV   **Contract Catalog Item by Supplying Vendor Inquiry Table**: The purpose of the Contract Catalog Item by Supplying Vendor is to provide the user with the capability to make inquires by supplying vendor a list of contracts assigned to the particular vendor. Access to this screen is granted only to those contracts for which the user has security access.

KCLU   **Contract Catalog Line Usage Table**: The purpose of the Contract Catalog Line Usage table is to provide the user with the capability to inquire a contract catalog line's purchase activity by supplying vendor and show a monthly quantity and amount of usage. Access to this screen is granted only to those contracts for which the user has security access.

KCSV   **Contract Supplying Vendor by Catalog Item Table**: The purpose of the Contract Supplying Vendor by Catalog Item table is to provide the user with the capability to inquire by catalog items a list of contract supplying vendors. Access to this screen is granted only to those contracts for which the user has security access.

KCTX   **Contract Order Change Text**: The purpose of the Contract Order Change Text table is to provide the user with the capability to document text that is pertinent to a particular contract change.

KDEC   **Contract Commodity by Description Table**: The purpose of the Contract Commodity by Description table is to provide the user the capability to inquire by contract commodity description a list of commodity numbers for each commodity. Access is granted only to those contracts for which the user has security access.

KDIR   **Direct Contract Entry Screen**: The purpose of the Direct Contract Entry Screen is to provide the user with the capability to enter and maintain contracts awarded external to AGPS in AGPS so that the contract release order process may be taken advantage of for ordering against these contracts. Access is granted for those users with proper security.

KDTE   **Contract By Re-Procurement Date Table**: The purpose of the Contract by Re-Procurement Date table is to provide the user with a list of contracts and their titles for the re-procurement date specified. For further detail the user can leaf to the KONT table.

KLBL   **Contract Labels Table**: The purpose of the Contract Labels Table is to provide the user with the capability to create and maintain contract header demographic labels for the document type specified. Access is granted only to those agencies for which the user has security access.

KLBN   **Contract Line by Brand and Model**: The purpose of the Contract Line by Brand and Model Table is to provide the user with a list of contract items for a vendor's brand name and model number. Displayed for each line number is the commodity code, status, unit of measure, and unit price. Access is granted only to those contracts for which the user has security access.

KLCB   **Contract Line by Catalog Brand and Model Inquiry Table**: The purpose the user with the capability of inquiring by catalog brand name and model numbers a list of contract items for a supplying vendor. Access is granted only to those contract for which the user has security access.

KLCT   **Contract Line Catalog Data**: The purpose of the Contract Line Catalog Data table is to display information loaded via electronic file for supplying vendors and to provide the user with the capability to change information on the supplying vendor's catalog contract lines or to inquire existing lines. Access is granted only to those contracts for which the user has security access.

KLDL   **Contract Line Demographics Labels**: The purpose of the Contract Line Demographics Labels screen is to provide the user with the capability to maintain contract line demographics labels for identification of demographic data to be captured for a contract line. Access is granted only to those agencies for which the user has security access.

KLDM   **Contract Line Demographics Data**: The purpose of the Contract Line Demographics Data screen is to provide the user with the capability to maintain contract line demographics data to be captured for a contract line. Access is granted only to those contracts for which the user has security access.

KLFY   **Contract Line Fiscal Year Table**: The purpose of the Contract Line Fiscal Year Table is to provide the user with the capability to view contract release order purchase activity for a contract line. Access is granted only to those contracts which the user has security access.

KLIN   **Contract Line Table #1**: The purpose of the Contract Line Table #1 is to provide the user with a list of line numbers for a given contract. Displayed for each line number is the commodity code, status, quantity, unit of measure, and unit price. Access is granted only to those contracts for which the user has security access.

KLI2   **Contract Line Table #2**: The purpose of the Contract Line Table #2 is to provide the user with the capability to change information on contract lines or to inquire existing lines. Access is granted only to those contracts for which the user has security access.

KLPC   **Contract Line Price Change**: The purpose of the Contract Line Price Line table is to provide the user with the capability to add, change, delete and inquire a predetermined price change for a contract line. Access if granted only to those contracts for which the user has security access.

KLUM   **Contract Line Unit Of Measure Table**: The purpose of the Contract Line Unit Of Measure Table is to provide the user with the capability to inquire a contract line's purchase activity by unit of measure. Access if granted only to those contracts for which the user has security access.

KLU2   **Contract Line Unit Of Measure Table #2**: The purpose of the Contract Line Unit Of Measure Table # 2 is to provide the user with the capability to inquire a contract line's purchase activity by unit of measure and show a monthly quantity and amount of usage.

KLU3   **Contract Line Unit Of Measure Table #3**: The purpose of the Contract Line Unit Of Measure For Non-System Agency Table # 3 is to provide the user with the capability to enter a contract line's purchase activity by unit of measure and month for users outside of AGPS. Access is granted only to those contracts for which the user has security access.

KMOD   **Contract Commodity Description Change**: The purpose of the Contract Commodity Specification Change table is to allow the user to make inquires to the commodity specification changes for a given Contract. These changes will be used by the system in place of commodity specifications for any further processing of this Contract. Access to this screen is granted only to those contracts for which the user has security access.

KNOA   **Contract Notice Of Award Table #1**: The purpose of the Contract Notices of Award Table #1 is to provide the user with the ability to record text with respect to a specific contract award. Text found here is related to a one-time use with the contract specified and is not redundant in nature. Text entered at this point will be carried forward to and printed as part of the corresponding notice of award document. Format is free form and will be printed exactly as the user enters it here.

KNTE   **Contract Notes Table**: The purpose of the Contract Notes table is to provide the user with the capability to record notes about a given contract. The text format is free form and can be used in any manner that the user desires. Use of this screen would normally be to record information about the contract in general, e.g., buyer notes, etc. Such information would not normally be found in other text areas. KNTE should be considered an electronic notepad for use by the person administering the contract. Access is granted to those contracts for which the user has security access.

KODM   **Contract Header Demographics Data**: The purpose of the Contract Header Demographics Data is to provide the user with the capability to maintain data for the contract header record. Security is based on purchasing agency or contracting agency and access is limited to those users having the proper access.

KOFY   **Contract Fiscal Year Table #1**: The purpose of the Contract Fiscal Year Table is to provide the user with the capability of adding and maintaining contract fiscal year not to exceed amounts. Security is based on purchasing agency and access is limited to those users having the proper access.

KONT   **Contract Header Table #1**: The purpose of the Contract Header Table #1 is to provide the user with capability to change and inquire Contract Header Table records. Access is based on purchasing agency and is granted only to those contracts which the user has access.

KON2   **Contract Header Table #2**: The purpose of the Contract Header Table #2 is to provide the user with the capability to change and inquire certain data elements of the contract record. Security is based on purchasing agency and access is granted only to those contracts which the user has access.

KON3   **Contract Header Table #3**: The purpose of the Contract Header Table #3 screen s to provide the user with the capability of inquiring and changing contract header information, particularly concerning expenditures, renewals, and re-procurement information pertinent to this contract. Security is based on purchasing agency and access is limited to those users having the proper access.

KRDT   **Contracts For Mass Change Screen**: The purpose of the Contracts For Mass Change Screen is to provide the user with the capability to make changes to a series of contracts with the same T-Number and Solicitation Source. For example, all applicable contracts my have the contract begin and/or end dates changed or the buyer code or other fields as identified on the screen. Security is based on purchasing agency and access is limited to those having the proper access.

KRNO   **Contracts By Requisition Number**: The purpose of the Contracts by Requisition Number table is to provide the user with a list of contracts and their titles from the originating requisition. Access is granted only to those requisitions for which the user has security access.

KRRN   **Contract By Re-Procurement Requisition Number**: The purpose of the Contract by Re-Procurement Requisition Number table is to provide the user with a list of Re-procured Requisitions and the Contract Number from which they resulted.

KSTA   **Contracts By Status Code**: The purpose of the Contract by Status Code table is to provide the user with a list of contracts and their titles and change dates for the status code specified. Access is granted only to those contracts for which the user has security access.

KSTC   **Contract Change By Status Code And Change Number**: The purpose of the Contract Change by Status Code and Change Number Table is to provide the user with a list of contracts by status code any changes that are in effect for the contract, the change date, the purchasing agency and the buyers code. Should further detail be required, the user can leaf to the desired KCHG record if he has the correct security access.

KSVC   **Contract Supplying Vendor by Commodity Table**: The purpose of the Contract Supplying Vendor by Commodity table is to provide the user capability to inquire by commodity number a list of contracts by supplying vendor. Access is granted only to those contract for which the user has security access.

KTLE   **Contract By Title**: The purpose of the Contract by Title table is to provide the user with a list of contracts with title matching the one specified. The contract list includes the contract status and its change date. Access is granted only to those contracts for which the user has security access.

KTNO   **Contracts By T-Number Table**: The purpose of the Contracts by T-Number Table is to provide the user with a list of contracts by T-Number. The contract list includes the contract status, vendor name, expiration date and its re-procurement date. Access is granted only to those contracts for which the user has security access.

KVCH   **Contract Previous Vendors**: The purpose of the Contract Previous Vendors transaction is to provide the user with the capability to add, change and inquire previous vendor codes used for processing contract release orders for a contract. This process is related to active contracts only to facilitate vendor name changes, buy-outs, etc. and does not apply to the re-procurement process. Access is based of purchasing agency and is granted only to those contracts which the user has access.

KVCI   **Contract Previous Vendors Inquiry**: The purpose of the Contract Previous Vendors Inquiry transaction is to provide the user with the capability to inquire previous vendor codes used for processing contract vendor changes for a contract. Access is based of purchasing agency and is granted only to those contracts which the user has access.

KVDL   **Contract Vendor Distribution List Table**: The purpose of the Contract Vendor Distribution List Table is to provide the user with the capability to add, change, delete and inquire a contract for a list of vendor distributors along with their geographical service area(s). Access is granted only to those contracts for which the user has security access.

KVNO   **Contracts By Vendor Number Table**: The purpose of the Contracts by Vendor Number table is to provide the user with a list of contracts and their titles for the vendor specified. Should the user require further detail for a specific contract the user can leaf to the Contract table and obtain whatever detail is required.

KVTX   **Contract Vendor Text Table #1**: The purpose of the Contract Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific contract line. Text found here was transcribed from the Requisition Vendor Text table and can be further edited as desired by the user. Text entered at this point will be carried forward to and printed as part of the corresponding contract line. Format is free form and will be printed exactly as the user enters it here.

LEAF   **Leaf Table**: The purpose of Leaf Table is to provide the System Administrator the capability to maintain leaf records for 'leafing' from one record to another in AGPS. Access is granted to those users with proper security.

OABC   **Order by Agency And Buyer Code**: The purpose of the Order by Agency and Buyer Code table is to provide the user with a list of orders and their titles for the agency and buyer code specified. Access is granted only to those orders for which the user has security access.

OABT   **Order Number by Agency Bill To Table**: The purpose of the Order Number by Agency Bill To Table is to provide the user with the ability to inquire by bill to agency/bill to sub agency to view the order, and the associated vendor number, which have been awarded.

OACG   **Order Accounting Distribution Table**: The purpose of the Order Accounting Distribution Table is to provide the ability to add, change, delete or inquire an accounting distribution record. This record provides the interface with the accounting system to allow for encumbrance of funds in the accounting system. The action code identifies the type of transaction that is processed in the accounting system.

OAC2   **Order Accounting Distribution Table #2**: The purpose of the Order Accounting Distribution Table #2 inquiry screen is to provide the user with a detail record of an OACG record with corresponding cross-walk to Central Accounting codes. This is an inquiry screen only. Access will be granted to those users with proper security.

OAMT   **Order Amount Table**: The purpose of the Order Amount Table is to provide for inquiry of the accounting distribution and dollars associated with the received commodities. Access will be granted to those users with proper security.

OAM2   **Order Amount Table #2**: The purpose of the Order Amount Table #2 is to provide for inquiry of the detail accounting distribution and dollars associated with the received commodities. Access will be granted to those users with proper security.

OAMC   **Order Amount Accounting Change Table**: The purpose of the Order Amount Accounting Change Table is to provide for ability to change the detail accounting distribution code blocks due to rollover program inconsistencies. Access will be granted to those users with proper security.

OANO   **Order By Agency Number**: The purpose of the Order by Agency Number table is to provide the user with a list of orders and their titles for the agency specified. Access is granted only to those orders for which the user has security access.

OAPY   **Order By Autobatch Pay Indicator Screen**: The purpose of the Order by Autobatch Indicator table is to provide the user with a list of orders and their titles and status for the agency specified that have been set up with autobatch payments. Access is granted only to those orders for which the user has security access.

OARN   **Order By Agency Requisition Number**: The purpose of the Order by Agency Requisition Number table is to provide the user with a list of order numbers for any agency number and agency requisition number. Access is granted only to those orders for which the user has security access.

OASH   **Order Number by Agency Ship To Table**: The purpose of the Order Number by Agency Ship To Table is to provide the user with the ability to inquire by ship to agency/ship to sub agency to view the order, and the associated vendor number, which have been awarded.

OAST   **Orders By Agency And Status Code**: The purpose of the Orders by Agency and Status Code table is to provide the user with a list of orders and their titles, status codes, for the requisitioning agency and status code specified. Access is granted only to those orders for which the user has security access.

OBST   **Orders By Purchasing Agency, Buyer And Status Code**: The purpose of the Orders by Purchasing Agency, Buyer and Status Code table is to provide the user with a list of orders and their titles, status codes, and change dates for the purchasing agency, buyer code, and status code specified. Access is granted only to those orders for which the user has security access.

OCAC   **Order Change Accounting Distribution Table**: The purpose of the Order Change Accounting Distribution Table is to provide the user with the ability to add and maintain accounting distribution records that correspond to certain order changes. Access to this table is limited to only those users that possess the necessary security access.

OCA2   **Order Change Accounting Distribution Table #2**: The purpose of the Order Change Accounting Distribution Table #2 inquiry screen is to provide the user with a detail record of an OCAC record with corresponding cross-walk to Central Accounting codes. This is an inquiry screen only. Access will be granted to those users with proper security.

OCCM   **Order Change by Commodity Number Table**: The purpose of the Order Change by Commodity Number Table is to provide the user with the capability to inquire order changes for the commodity specified. Displayed are the line number, quantity, unit of measure, and unit price of the commodity for each order change line listed. Access is granted to those users with proper security.

OCHG   **Order Change Table**: The purpose of the Order Change Table is to provide the user with the capability to add, change, delete and inquire order change records. Access to maintain these records is granted only to those users that have security access.

OCLN   **Order Change Line Number**: The purpose of the Order Change Line Number table is to provide the user with the capability to add, change, delete and inquire order change lines. Access is granted only to those order change lines for which the user has security access.

OCL2   **Order Change Line Number Table #2**: The purpose of the Order Change Line Number Table #2 is to provide the user with the capability to inquire inventory reject reason codes for an order change line. Access is granted only to those order change lines for which the user has security access.

OCL3   **Order Change Line Number Table #3**: The purpose of the Order Change Line Number Table #3 is to provide the user with the capability to inquire inventory reject reason codes for all order change lines. Access is granted only to those order change lines for which the user has security access.

OCMD   **Order Change Commodity Description Changes Table**: The purpose of the Order Change Commodity Description Changes Table is to allow the user to make changes and inquiries to the commodity description for a given order change. These modifications will be used by the system in place of the original commodity specifications for any further processing of this order change. Access to this screen is granted only to those orders for which the user has security access.

OCMM   **Order By Commodity Code**: The purpose of the Order by Commodity Number table is to provide the user with a list of orders for the commodity specified. Displayed are the line numbers, quantities, units of measure, and unit prices of the commodity for each order listed.

OCPY   **Order Copy Screen**: The purpose of the Order Copy Screen is to provide the user with the capability to copy prior order information. Security is based on the requisition and purchasing agencies and access will be granted to those users with proper security. Access will be granted to those users with proper security.

OCTX   **Order Change Text**: The purpose of the Order Change Text screen is to provide the user with the capability to document text that is pertinent to a particular order change.

ODAN   **Orders By Document Type and Requisition Agency Number**: The purpose of the Orders By Document Type and Requisition Agency is to provide the user the capability to inquire order records by document type and requisition agency. Access is granted only to those orders for which the user has security access.

ODOT   **Orders By Purchase Agency, Document Type and Award Date**: The purpose of the Orders By Purchase Agency, Document Type and Award Date is to provide the user the capability to inquire order records by purchasing agency, document type and award date. Access is granted only to those orders for which the user has security access.

OFST   **Fast Order Entry Table**: The purpose of the Fast Order Entry Table is to provide the user with the capability to add, change and inquire Order Header Information, Order Line Data and Order Accounting Distribution on the same screen. Access will be granted to those users with proper security.

OIAS   **Order Invoice by Agency and Status**: The purpose of the Order Invoice by Agency and Status is to provide the user with the capability of inquiry of Order Invoice Table (OINV) records by bill-to agency and status. Access will be granted to those users with proper security.

OILN   **Order Invoice Line Table**: The purpose of the Order Invoice Line Table is to provide for maintenance and inquiry of invoice line information. Access will be granted to those users with proper security.

OIMI   **Invoices by AGPS Invoice Number**: The purpose of the Invoices by AGPS Invoice Number screen is to provide the user with a method of finding a Vendor Invoice by inquiring AGPS using the AGPS assigned invoice number. Inquire only. Access will be granted to those users with proper authority.

OINI   **Order Invoice by Vendor Number Table**: The purpose of the Order Invoice by Vendor Number Table is to provide the user with a list of invoice numbers for a given order. Displayed for each invoice is the order number, vendor number, and vendor name. Access is granted only to those orders for which the user has security access.

OINV   **Order Invoice Table**: The purpose of the Order Invoice Table is to provide for add, change, delete and inquiry of basic order invoice information. Access is granted only to those orders for which the user has security access.

OITM   **Order By Item Number**: The purpose of the Order by Item Number table is to provide the with a list of orders for a given commodity item number. Displayed are the order numbers with their corresponding line number, quantity, unit of measure, agency, and status code.

OKAN   **Orders By Contract and Requisitioning Agency**: The purpose of the Orders By Contract and Requisitioning Agency screen is to provide the user the capability inquire order records by contract number and requisitioning agency number. Access is granted to those users with proper security.

OLCN   **Order Lines By Contract Number**: The purpose of the Order Lines by Contract Number is to provide the user with the capability to inquire order lines by contract number. Access is granted to those users with proper security.

OLIN   **Order Line Number Table #1**: The purpose of the Order Line Number Table #1 is to provide the user with a list of line numbers for a given order. Displayed for each line number is the commodity code, status, quantity, unit of measure, and unit price. Access is granted only to those orders for which the user has security access.

OLI4   **Order Line Number Table #4**: The purpose of the Order Line Number Table #4 is to provide the user with the capability to create order lines and to maintain and inquiry those lines. Access is granted only to those orders for which the user has security access.

OLI5   **Order Line Number Table #5**: The purpose of the Order Line Number Table #5 is to provide the user with the capability to inquire the order database for inventory reject information on a specified order line on the order. Access is granted only to those orders for which the user has security access.

OLI6   **Order Line Number Table #6**: The purpose of the Order Line Number Table #6 is to provide the user with the capability to inquire the order database for inventory reject information on all order lines on the order. Access is granted only to those orders for which the user has security access.

OMOD   **Order Commodity Description Changes**: The purpose of the Order Commodity Description Changes table is to allow the user to make changes and inquires to the commodity specification for a given order. These modifications will be used by the system in place of the original commodity specifications for any further processing of this order. Access to this screen is granted only to those orders for which the user has security access.

ONTE   **Order Notes**: The purpose of the Order Notes table is to provide the user with the capability to record notes about a given order. The text format is free form and can be used in any manner that the user desires. Use of this screen would generally be to record information about the order in general. Such information would not generally be found in other text areas. ONTE should be considered an electronic note pad for use by the person placing the order. Access is granted to those orders for which the user has security access.

OPAG   **Order Payment Accounting Distribution Table**: The purpose of the Order Payment Accounting Distribution Table is to provide the ability to inquire an order payment accounting distribution record. Access is granted only to those orders for which the user has security access.

OPAS   **Order Payment by Agency and Status**: The purpose of the Order Payment by Agency and Status is to provide the user with the capability of inquiry of Order Payment Header Table (OPAY) records by bill-to agency and approval status. Access will be granted to those users with proper security.

OPAY   **Order Payment Header Table**: The purpose of the Order Payment Header Table screen is to provide the user with the capability to maintain and inquire Order Payment Header Table (OPAY) records. Access will be granted to those users with proper security.

OPER   **Order Periodic Payment Inquiry**: The purpose of the Order Periodic Payment Inquiry transaction is to provide the user with the capability to inquire orders and order lines that are subject to (set up for) the periodic payment process. Access is granted to those users with proper security. This transaction is INQUIRE only.

OPLN   **Order Payment Line Table**: The purpose of the Order Payment Line Table screen is to provide the user with the capability to inquire and review Order Payment Line Table (OPLN) records. Access will be granted to those users with proper security.

OPLQ   **Order Liquidation Table**: The purpose of the Order Liquidation table is to provide the user with the capability to "liquidate", automatically, any remaining balance on an order that has had partial receipt/invoice activity and a "final" receipt cannot be processed. Access to maintain these records is granted only to those users that have security access.

OPMI   **Payments by AGPS Invoice Number**: The purpose of the Payments by AGPS Invoice Number screen is to provide the user with a method of finding a payment for a Vendor Invoice by inquiring AGPS using the AGPS assigned invoice number. Inquire only. Access will be granted to those users with proper authority.

OPST   **Order Payment by Status**: The purpose of the Order Payment Status is to provide the user with the capability of inquiry of Order Payment Header Table (OPAY) records by status. Access will be granted to those users with proper security.

OQTY   **Order Quantity Table**: The purpose of the Order Quantity Table is to provide for inquiry, by order line, of the status of commodities ordered versus commodities received. Access will be granted to those users with proper security.

OQT2   **Order Quantity Table #2**: The purpose of the Order Quantity Table #2 is to provide for inquiry of detailed status or a particular order line of commodities ordered versus commodities received and amount approved/processed for payment. Access will be granted to those users with proper security.

ORAS   **Order Receipt by Agency and Status**: The purpose of the Order Receipt by Agency and Status is to provide the user with the capability of inquiry of Order Receiver Header Table (OREC) records by requisitioning agency and status. Access will be granted to those users with proper security.

ORBD   **Order Receipts by Line and Date**: The purpose of the Order Receipts by Line and Date provide the user with the ability to inquire current receipt information for an order line by order number and line number. Data displayed is order number, line number, total number of receipts, cumulative OQTY receipts and invoiced quantity, receipt date, receiver number, quantity received, unit cost and receipt status. Access is granted to those users with proper security.

ORDR   **Order Header Table #1**: The purpose of the Order Header Table #1 is to provide the user with the capability of changing and inquiring the Order table. Access is granted only to those orders for which the user has security access.

ORD2   **Order Header Table #2**: The purpose of the Order Header Table #2 is to provide the user with the ability to change the status code and inquire the order header record. This screen is used exclusively by the purchasing agency to update orders which are processing through the system. Access is granted only to those orders which the user has authority to maintain.

ORD3   **Order Header Table #3**: The purpose of the Order Header Table #3 is to provide the user with the ability to change selected fields associated with the order header record. This screen is used primarily by the purchasing agency to produce and maintain performance bond information. Access is granted only to those orders for which the user has security access.

ORD4   **Order Header Table #4**: The purpose of the Order Header Table #4 is to provide the user with the ability to add, change or delete order header information. The primary function of ORD4 is to add new orders to the system by the user. All forms of orders (Contract Release Orders and Manual Agency Orders) can be added. Access is granted only to those orders for which the user has security access.

ORD5   **Order Header Table #5**: The purpose of the Order Header Table #5 is to provide the user with the ability to enter or change information related to LEAF and 3rd Party Financing orders. Access is granted only to those orders for which the user has security access.

OREC   **Order Receiver Header Table**: The purpose of the Order Receiver Header Table is to provide the user with the capability to add, change, delete and inquiry basic receiving information for item(s) received. Access will be granted to those users with proper security.

ORLN   **Order Receiver Line Table**: The Order Receiver Line Table permits inquiry and maintenance of quantity received information, including whether the receipt is for final delivery or partial delivery. The condition of the items received is also maintainable. Access will be granted to those users with proper security.

ORL2   **Order Receiver Line Table #2**: The Order Receiver Line Table #2 permits inquiry of quantity received information, including whether the receipt is for final delivery or partial delivery, and reject reason(s) from AFS if applicable. Access will be granted to those users with proper security.

ORNO   **Orders By Requisition Number**: The purpose of the Orders by Requisition Number table is to provide the user with a list of Orders and their titles from the originating requisition. Access is granted only to those requisitions for which the user has security access.

OSTA   **Order By Status Code**: The purpose of the Order by Status Code table is to provide the user with a list of orders and their titles and change dates for the status code specified. Access is granted only to those orders for which the user has security access.

OSTC   **Order By Status Code And Change Number**: The purpose of the Order by Status Code and Change Number table is to provide the user with a list of Orders by status code, any changes that are in effect for the order, the change date, the purchasing agency and the buyer code. Should further detail be required, the user can leaf to the desired OCHG record if he has the correct security access.

OTLE   **Order By Title**: The purpose of the Order by Title table is to provide the user with a list of orders with title matching the one specified. The order list includes the order status and its change date. Access is granted only to those orders for which the user has security access.

OVNO   **Orders By Vendor Number Table**: The purpose of the Orders by Vendor Number table is to provide the user with a list of orders and their titles for the vendor specified. Should the user require further detail for a specific order the user can leaf to the order table and obtain whatever detail is required, if access is granted by the security feature.

OVTX   **Order Vendor Text Table #1**: The purpose of the Order Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific order line. Text found here was transcribed from the requisition vendor text table and can be further edited as desired by the user. Text entered at this point will be carried forward to and printed as part of the corresponding order line. Format is free form and will be printed exactly as the user enters it here. Access is granted to those orders for which the user has security access.

OWLK   **Accounting Object Code Detail Cross-Walk Table**: The purpose of the Accounting Object Code Detail Cross-Walk table is to provide the user with the ability to ADD, DELETE, and INQUIRE object code cross-walk records. Access is granted only to those with authorized security and maintenance authority for this table.

PAPI   **User Approval Index**: As part of the Approval Process, if you are an approver, you may need to inquire the User Approval Detail Table to determine what approvals are awaiting you attention. This screen will display only those records at status code 001 and approve/disapprove equal W.

PAPL   **Document Approvals By Commodity Lines Inquiry**: The purpose of the Document Approvals Commodity Lines Inquiry Table is to provide the user with inquiry of the Type, Category and number of Approval records by Document Line Number for a specific Document Number and Suffix. Access is granted to those users with proper security.

PAPS   **Document Approval Status Inquiry**: As part of the Approval Process you may need to inquire the User Approval Detail Table to determine the status of approvals for a specific document. This screen will display only approval records for a document by approver within approver agency, within approval sequence, within approval category, within approval type.

PAPV   **User Approval Detail**: As part of the Approval Process you may need to add, maintain or inquire a specific User Approval Detail record. This screen is used for add, maintenance and inquiry of individual approval records.

PASM   **User Approval Summary**: As part of the Approval Process you may need to inquire a specific User Approval Summary record. This screen is used for maintenance and inquiry of individual approval records as an alternative to PAPV.

PHLD   **Approval Detail Hold Table**: As part of the Approval Process this table is used to hold pending approval record(s) for add or update building them in the sequence established by the BAPR Table for that stage of processing in AGPS.

PROF   **Profile Table**: The purpose of Profile Table is to provide the System Administrator the capability to maintain profile records for 'profiling' from one screen to another in AGPS. Access is granted to those users with proper security.

RABC   **Requisition By Agency And Buyer Code**: The purpose of the Requisition by Agency and Buyer Code table is to provide the user with a list of requisitions and their titles for the purchasing agency and buyer code specified. Access is granted only to those requisitions for which the user has security access.

RACG   **Requisition Accounting Distribution Table**: The purpose of the Requisition Accounting Distribution Table is to provide the ability to add, change, or delete an accounting distribution record. This record provides the interface with the accounting system to allow for pre-encumbrance of funds in the accounting system. The action code input identifies the type of transaction that is processed in the accounting system. This pre-encumbrance record later becomes the source for encumbrance of funds to support an order.

RAC2   **Requisition Accounting Distribution Table #2**: The purpose of the Requisition Accounting Distribution Table #2 is to provide an inquiry screen for the user with a detail record of an RACG record with corresponding cross-walk to Central Accounting codes. This is an inquiry screen only.

RANO   **Requisition By Agency Number**: The purpose of the Requisition by Agency table is to provide the user with a list of requisitions and their titles for the requisitioning agency specified. Access is granted only to those requisitions for which the user has security access.

RAPS   **Requisitions By Department Purchasing Agency, Buyer Code, and Status**: The purpose of the Requisitions by Department Purchasing Agency, Buyer Code, and Status table is to provide the user with a list of requisitions and their titles for the department purchasing agency and buyer code specified. Access is granted only to those requisitions for which the user has security access.

RARN   **Requisition By Agency Requisition Number**: The purpose of the Requisition by Agency Requisition Number table is to provide the user with a list of system generated requisition numbers for the agency number and agency requisition number. Access is granted only to those requisitions for which the user has security access.

RAST   **Requisition By Agency And Status Code**: The purpose of the Requisition by Agency and Status Code table is to provide the user with a list of system generated requisition numbers for the requisitioning agency number and status code. Access is granted only to those requisitions for which the user has security access.

RBID   **Record Multiple Bids Table**: The purpose of the Record Multiple Bids Table is to provide the user with the capability to record a vendor's line bid data for multiple requisition lines with a single transaction screen. Access is granted only to those requisitions for which the user has security access.

RBST   **Requisition By Purchasing Agency, Buyer And Status Code**: The purpose of the Requisition by Purchasing Agency, Buyer and Status Code table is to provide the user with a list of requisitions and their titles, status codes, and change dates for the purchasing agency and buyer code specified. Access is granted only to those requisitions for which the user has security access.

RBUS   **Requisition By Purchasing Agency, Buying Unit and Status Table**: The purpose of the Requisition by Purchasing Agency, Buying Unit and Status Table is to provide the user with a list of requisitions and their titles, status codes, and change dates for the purchasing agency and buyer unit specified. Access is granted only to those requisitions for which the user has security access.

RCOM   **Requisition By Commodity Code**: The purpose of the Requisition by Commodity table is to provide the user with a list of requisitions which contain the commodity specified. Displayed are the line numbers, quantities, units of measure, and unit prices of the commodity for each requisition listed. Access is granted only to those requisitions for which the user has security access.

RCPY   **Requisition Copy Screen**: The purpose of the Requisition Copy Screen is to provide the user with the ability to copy prior requisition information. Security is based on the requisitioning and purchasing agencies and access is granted only to those requisitions for which the user has security access.

RDOT   **Requisition By Purchase Agency, Document Type and Date to Purchase**: The purpose of the Requisition by Purchase Agency, Document Type and Date to Purchase Table is to provide the user with a list of requisitions, document type, and date to purchase. Access is granted only to those orders for which the user has security access.

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RFLN   **Requisition By File Number**: The purpose of the Requisitions by File Number Screen is to provide the user with the capability to inquire on file number and see multiple awarded documents simultaneously with a single transaction screen. Access is granted only to those requisitions for which the user has security access.

RITM   **Requisition By Item**: The purpose of the Requisition by Item table is to provide the user with a list of requisitions for the commodity item number specified. Displayed are the requisition numbers with their corresponding line number, quantity, unit of measure, agency, and status code. Access is granted only to those requisitions for which the user has security access.

RLCN   **Requisition Lines By Contract Number**: The purpose of the Requisition by Contract Number table is to provide the user with the capability to inquire requisition lines by contract number. Access is granted to those users with proper security.

RLIM   **Multiple Requisition Line Entry Table**: The purpose of the Multiple Requisition Line Entry Table is to provide the user with the capability to add, change, or inquire multiple requisition line records with a single transaction screen. Inquiry, add or change access is granted only to those requisitions for which the user has security access.

RLIN   **Requisition Line Table #1**: The purpose of the Requisition Line Table #1 is to provide the user with a list of line numbers for a given requisition. Displayed for each line number is the commodity code, status, quantity, unit of measure, and unit price. Access is granted only to those requisitions for which the user has security access.

RLI2   **Requisition Line Table #2**: The purpose of the Requisition Line Table #2 is to provide the user with the capability to add requisition lines, or change or inquire existing lines. Access is granted only to those requisitions for which the user has security access.

RLI3   **Requisition Line Table #3**: The purpose of the Requisition Line Table #3 is to provide the user with the capability to inquire or change displayed fields associated with the requisition line. Access is granted only to those requisitions for which the user has security access.

RLI4   **Requisition Line Table #4**: The purpose of the Requisition Line Table #4 is to provide the user with the capability to inquire the requisition database for inventory reject information on a specified requisition line on the requisition. Access is granted only to those requisitions for which the user has security access.

RLI5   **Requisition Line Table #5**: The purpose of the Requisition Line Table #5 is to provide the user with the capability to inquire the requisition database for inventory reject information on all requisition lines on the requisition. Access is granted only to those requisitions for which the user has security access.

RLTX   **Requisition Line Text**: The purpose of the Requisition Line Text table is to provide the user with the capability to record information about a requisition line which will not print on the solicitation or order. The using department could provide the buyer with additional information/instruction with this screen.

RMOD   **Requisition Commodity Changes**: The purpose of the Requisition Specification Changes table is to allow the user to make changes to the commodity specification for a given requisition line. These modifications will be used by the system in place of commodity specifications for any further processing of this requisition line. Access to this screen is granted only to those requisitions for which the user has security access.

RNTE   **Requisition Notes**: The purpose of the Requisition Notes table is to provide the user with the capability to record notes about a given requisition. The text format is free form and can be used in any manner that the user desires. Use of this screen would generally be to record information about the requisition in general. Such information would not generally be found in other text areas. RNTE should be considered an electronic note pad. Access is granted to those requisitions for which the user has security access.

RQSN   **Requisition Header Table #1**: The purpose of the Requisition Header Table #1 is to provide the user with a list of requisitions with their status codes, date changed, buyer codes, and titles. Access to this screen is not restricted by security procedures.

RQS2   **Requisition Header Table #2**: The purpose of the Requisition Header Table #2 is to provide the user with the ability to change selected fields associated with the requisition header record. This screen is used primarily by the purchasing agency to update requisitions which have been released to purchasing. Security is based on the purchasing agency and access is granted only to those requisitions for which the user has security access.

RQS3   **Requisition Header Table #3**: The purpose of the Requisition Header Table #3 is to provide the user with the ability to change selected fields associated with the requisition header record. This screen is used primarily by the purchasing agency to produce and maintain a requisition processing schedule. Security is based on the purchasing agency and access is granted only to those requisitions for which the user has security access.

RQS4   **Requisition Header Table #4**: The purpose of the Requisition Header Table #4 is to provide the user with the ability to add or change requisition header information. The primary function of RQS4 to add new requisitions to the system by the user. This screen may also be used to monitor the status of requisitions under the control of the user to move them along through the requisition processing cycle. Security is based on the requisitioning and purchasing agencies and access is granted only to those requisitions for which the user has security access.

RQS5   **Requisition Header Table #5**: The purpose of the Requisition Header Table #5 is to provide the user with the ability to modify selected fields in the requisition header. Its primary function is to allow the input of the geographic bid code, information pertaining to agency taxes, cross reference old or new requisition numbers when changes occur, or the recommending of vendors for solicitation, or the input of Printing Contract Information. Access to this screen is granted only to those requisitions for which the user has security access.

RSHP   **Requisition Shopping Table**: The purpose of the Requisition Shopping Table is to provide the user with a list of commodities for "shopping" against a shopping requisition (document type = SHP). This transaction provides for add of multiple commodities to a requisition regardless of commodity status (open market/contract). Access is granted only to those requisitions for which the user has security access.

RSTA   **Requisition By Status Code**: The purpose of the Requisition by Status Code table is to provide the user with a list of requisitions and their titles and change dates for the status code specified. Access is granted only to those requisitions for which the user has security access.

RSUM   **Requisition Summary Table**: The purpose of the Requisition Summary Table is to provide the user with the capability to inquire multiple awarded documents for a requisition simultaneously with a single transaction screen. Access is granted only to those requisitions for which the user has security access.

RTLE   **Requisition By Title**: The purpose of the Requisition by Title table is to provide the user with a list of requisitions with title matching the one specified. The requisition list includes the requisition status and its change date. Access is granted only to those requisitions for which the user has security access.

RTXL   **Requisition Text Line Changes**: The purpose of the Requisition Text Line Changes table is to provide the user with the ability to change selected requisition text for this solicitation. Text must have been designated for this requisition through the RTXT screen. This text will replace the specifications of the original text file for this requisition only. It will allow agencies to develop their own specification text. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

RTXT   **Requisition Text Key Ranges**: The purpose of the Requisition Text Key Ranges table is to provide the user with the ability to add, delete, and inquire the text key range records for specific requisitions. The text key ranges specified by this screen will be output as part of the requisition listed specifications. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

RVEN   **Requisition Vendors Table #1**: The purpose of the Requisition Vendors Table #1 is to provide the user with a list of the vendors to which a solicitation response has been recorded. The list is by solicitation number and provides the solicitation status code, the solicitation line number, the vendor number, and requisition line information. Access is granted only to those solicitations for which the user has security access.

RVEV   **Requisition Vendors Table**: The purpose of the Requisition Vendors Table is to provide the user with the ability to award multiple line bids submitted by a vendor for a specific solicitation with a single screen. Access is granted only to those solicitations for which the user has security access.

RVE2   **Requisition Vendors Table #2**: The purpose of the Requisition Vendors Table #2 is to provide the user with the ability to record bids submitted by a vendor for a specific solicitation line. All pertinent information relative to the line item bid may be recorded using this screen. Access is granted only to those solicitations for which the user has security access.

RVTX   **Requisition Vendor Text Table #1**: The purpose of the Requisition Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific solicitation line and specific alternate bid code. It would generally be used to record a vendor's exceptions to a line item bid. Text entered at this point will be carried forward to and print as part of the corresponding order line or contract line. Format is free form and will be printed exactly as the user enters it. Access is granted to those solicitations for which the user has security access.

SAMD   **Solicitation Amendment**: The purpose of the Solicitation Amendment table is to provide the user with the ability to add, change, delete, or inquire an amendment header record. This record provides the necessary information to link an amendment to a solicitation and maintain basic information about the amendment. Access is granted only to those solicitations for which the user has security access.

SASC   **Solicitation Amendments By Status Code Table**: The purpose of the Solicitation Amendments By Status Code table is to provide the user with a list of solicitations amendments by status code. Access is granted only to those solicitations for which the user has security access.

SATT   **Solicitation Attachment Text**: The purpose of the Solicitation Attachment Text table is to provide the user with the ability to create text in free form to be used as an attachment to a specified solicitation. The format developed and input by the user will be the format printed as the solicitation attachment. Access is granted only to those solicitations for which the user has security access.

SATX   **Solicitation Amendment Text Table**: The purpose of the Solicitation Amendment Text table is to provide the user with the ability to create text in free form to be used as an amendment to a specified solicitation. The format developed and input by the user will be the format printed as the solicitation amendment. Access is granted only to those solicitations for which the user has security access.

SBST   **Solicitation By Purchasing Agency, Buyer And Status Code**: The purpose of the Solicitation by Purchasing Agency, Buyer and Status Code table is to provide the user with a list of solicitations and their titles, status codes, and change dates for the Purchasing Agency and Buyer Code specified. Access is granted only to those solicitations for which the user has security access.

SDOC   **Solicitation Header Table #1**: The purpose of the Solicitation Header Table #1 is to provide the user with the ability to add, change, delete, or inquire solicitation header information. The primary function of SDOC is to add new header records in the creation of solicitation documents and to provide a method of monitoring the status so as to move the solicitation through the solicitation cycle. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

SDO2   **Solicitation Header Table #2**: The purpose of the Solicitation Header Table #2 is to provide the user with the ability to change or inquire solicitation header information. The primary function of SDO2 is to select bid region(s), additional classes/sub-classes if necessary, input advertisement requirements and record requirements for bid and performance bonds. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

SDO3   **Solicitation Header Table #3**: The purpose of the Solicitation Header Table #3 is to provide the user with the ability to change selected fields associated with the solicitation header record. This screen is used primarily by the purchasing agency to produce and maintain a solicitation processing schedule. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

SDO4   **Solicitation Header Table #4**: The purpose of the Solicitation Header Table #4 is to provide the user with the ability to change or inquire solicitation header information. The primary function of SDO4 is to update the solicitation header record with conference information in terms of time, date, and agency. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

SDO5   **Solicitation Header Table #5**: The purpose of the Solicitation Header Table #5 is to provide the user with the ability to change or inquire solicitation header information. The primary function of SDO5 is to update the solicitation header record with certificate information in terms of type, amount, and date. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

SDO6   **Price Sheet Header Format Table**: The purpose of the Solicitation Header Table #6 is to provide the user with the ability to change or inquire solicitation header information. The primary function of SDO6 is to update the solicitation header record with price sheet header information. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

SDOT   **Solicitation By Purchase Agency, Document Type and Date Created**: The purpose of the Solicitation by Purchase Agency, Document Type and Date Created Table is to provide the user with a list of solicitations and their document type, and date created for the purchasing agency and document type specified. Access is granted only to those requisitions for which the user has security access.

SLIN   **Solicitation Line Table #1**: The Solicitation Line Table #1 provides the user with a list of line numbers for a given solicitation. Displayed for each line number is the corresponding requisition number, requisition line number, status, status description, and change date. Access is granted only to those solicitations for which the user has security access.

SNTE   **Solicitation Notes**: The purpose of the Solicitation Notes table is to provide the user with the capability to record notes about a given solicitation. The text format is free form and can be used in any manner that the user desires. Use of this screen would generally be to record information about the solicitation in general. Such information would not generally be found in other text areas. SNTE should be considered an electronic note pad for use by the buyer. Access is granted to those solicitations for which the user has security access.

SRQN   **Solicitation Requisition Number**: The purpose of the Solicitation Requisition Number table is to provide the user with the ability add, delete, or inquire the solicitation/requisition relationship. Requisitions may be attached or unattached to a solicitation using this screen. Security is based on purchasing agency and access is granted only to those solicitations for which the user has security access.

SSTA   **Solicitation By Status Code**: The purpose of the Solicitation by Status Code table is to provide the user with a list of solicitations and their titles and change dates for the status code specified. Access is granted only to those solicitations for which the user has security access.

STAB   **Security Table**: The purpose of Security Table is to provide the System Administrator the capability to maintain USERID records for access to AGPS. Access is granted to those users with proper security.

STLE   **Solicitation By Title**: The purpose of the Solicitation by Title table is to provide the user with a list of solicitations having the same title line one. The solicitation list includes the solicitation status and its change date. Access is granted only to those solicitations for which the user has security access.

STXL   **Solicitation Text Line Changes**: The purpose of the Solicitation Text Line Changes table is to provide the user with the ability to change selected solicitation text for this solicitation. Text must have been designated for this solicitation through the STXT screen. This text will replace the special terms and conditions of the original text file for this solicitation only. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

STXT   **Solicitation Text Key Ranges**: The purpose of the Solicitation Text Key Ranges table is to provide the user with the ability to add, delete, and inquire the text key range records for specific solicitations. The text key ranges specified by this screen will be output as part of the solicitation listed as special terms and conditions. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

SVEN   **Solicitation Vendor Table #1**: The purpose of the Solicitation Vendor Table #1 is to provide the user with a list of the vendors selected for solicitation based on the criteria specified in the solicitation. The list is by solicitation number and provides the vendor number, the vendor name, the selection source, the status of the vendor, the bid return code if posted, and the award indicator if applicable. Security is based on purchasing agency and access is granted only to those solicitations for which the user has security access.

SVE2   **Solicitation Vendor Table #2**: The purpose of the Solicitation Vendor Table #2 is to provide user with the ability to add, change, delete, or inquire solicitation vendor records. A buyer may add vendor records in addition to ones generated automatically by the system. This screen is also used to record a vendors overall response to a solicitation. Security based on the purchasing agency and access is granted only to those solicitations for which user has access.

SVE3   **Solicitation Vendor Table #3**: The purpose of the Solicitation Vendor Table #3 is to provide the user with the ability to change or inquire solicitation vendor records. This screen is used primarily to record a vendors response to a solicitation with respect to bid bonds and conference attendance. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

SVTX   **Solicitation Vendor Text Table**: The purpose of the Solicitation Vendor Text Table is to provide the user with the ability to record vendor information with respect to this solicitation. May be used by the buyer to record specific information about the vendor with respect to his solicitation. Format is free form and may be used by the buyer in any manner he pleases. Security is based on purchasing agency and access is granted only to those solicitations for which the user has security access.

TEXT   **Text Header Table**: The purpose of the Text Header Table it to provide the user with the capability of adding, changing, deleting and inquiring Text Header Records. The Text Header Records can be called into the program in the Solicitation process. Security for these records is based on the user and the Maintaining Agency of the Text.

TLRD   **Text By Date Last Reviewed**: The purpose of the Text By Date Last Reviewed table is to provide the user with the ability of inquiry by the date of the last text review. Should the user require further detail, leafing to the TEXT table is permitted. The user will be able to view the record if security access permits.

TTCD   **Text By Text Type Code Table**: The purpose of the Text By Text Type Code Table is to provide the user with the capability of inquiry by text type code. After the correct text reference number is found the user can then leaf to the TEXT Table if security permits.

TXLN   **Text Line Table**: The purpose of the Text Line Table is to provide the user with the ability to add and maintain text to be used as special terms and conditions, extended commodity descriptions, specifications, etc. Security for these records is based on the user and the Maintaining Agency of the Text header record.

TXMA   **Text By Maintaining Agency Number**: The purpose of the Text By Maintaining Agency Number table is to provide the user with the ability to list all text references for a particular maintaining agency. Because security is at the agency level, if an unauthorized user attempts to access the table, the screen will appear void of data with the appropriate error message.

TXST   **Text By Status Code**: The purpose of the Text By Status Code table is to provide the user with the ability to inquire the TEXT database by the status code of the text. After the desired text reference has been found the user can leaf to the TEXT table if security permits.

TXTL   **Text By Title**: The purpose of the Text By Title table is to provide the user with the ability to inquire the Text database by text title. After the correct title is found the user can then leaf to the TEXT table if security permits.

VADR   **Vendor Address Table**: The purpose of the Vendor Address Table is to provide the user with the ability to add and maintain vendor address records. At least one address record (general address) must be present before the status on the vendor record can be set to active. Access is granted only to those vendors for which the user has security access.

VAWD   **Vendor Award History Table #1**: The purpose of the Vendor Award History Table is to provide the user with the ability to inquire the award history of a vendor. If desired, user can obtain more detail by leafing to the VAW2 Table. Access is restricted to only those vendors for which the user has security access.

VAW2   **Vendor Award History Table #2**: The purpose of the Vendor Award History Table #2 is to provide the user with detailed information concerning awards made to that vendor. The table allows inquiry only and access is limited only to those vendors for which the user has security access.

VBID   **Vendor Bid History Table #1**: The purpose of the Vendor Bid History Table is to provide the user with information concerning the Vendor Bid History. The table is inquiry only and additional detail may be obtained by leafing to the VBI2 Table. Access at that level is limited to vendors for which the user has security access.

VBI2   **Vendor Bid History Table #2**: The purpose of the Vendor Bid History Table #2 is to provide the user with a more comprehensive inquiry for a particular Bid Document. Access is granted only to those vendors for which the user has security access.

VCOM   **Vendor Complaints Table #1**: The purpose of the Vendor Complaints Table is to provide the user with the ability to obtain a clear status of a vendor with respect to complaints, their severity and title. The screen does not allow the maintenance of the displayed data.

VCO2   **Vendor Complaints Table #2**: The purpose of the Vendor Header Complaint Table #2 is to provide the user with detailed information on the complaint status of a particular vendor. Additionally the user can add and maintain records to the database using this table. Access is granted only to those vendors for which the user has security access.

VCO3   **Vendor Complaints Table #3**: The purpose of the Vendor Header Complaint Header Table #3 is to provide the user with the ability to inquire and change vendor Complaint header records that are not visible on other screens. Access is granted only to those records for which the user has security access.

VENC   **Common Vendor Table**: The purpose of the Common Vendor Table (VENC) screen is to provide the user with the ability to add vendor header and type 1 and 4 address records in AGPS and AFS. Access is granted only to those vendors for which the user has security access.

VEND   **Vendor Header Table #1**: The purpose of the Vendor Header Table #1 is to provide the user with the ability to record vendors and to maintain those records. The vendor number can be up to eleven digits in length. Generally it is either the Federal Employer Identification Number (FEIN) or the vendor's Social Security Account Number (SSAN). The vendor number includes a two-digit agency suffix normally used for identification of vendor location. Security is based on responsible agency and access is granted only to those records for which the user has security access.

VENI   **Vendor by Location Table**: The purpose of the Vendor by Location table is to provide the user with the ability to inquire the general and solicitation addresses for each vendor number location designation.

VENL   **Vendor by Location Table**: The purpose of the Vendor by Location Table is to provide the user with the ability to inquire vendor general addresses by vendor name and view vendor identification number, phone, status and the date added. Up to three vendors will display on a screen.

VEN2   **Vendor Header Table #2**: The purpose of the Vendor Header Table # 2 is to give the user the ability to maintain vendor Business data. This table will only allow the maintenance of existing records and will not allow the user to delete records. Access is granted only to those vendors for which the user has security access.

VEN3   **Vendor Header Table #3**: The purpose of the Vendor Header Table #3 is to provide the user with the ability to inquire a summary of the vendor's performance. This is an inquiry only screen. Access is allowed to records for which the user has security access.

VEN4   **Vendor Header Table #4**: The purpose of the Vendor Header Table #4 is to provide the user with the ability to inquire a summary of vendor bid and award history. This is an inquiry only screen. Access is allowed to vendors for which the user has security access.

VNAM   **Vendors by Name Table**: The purpose of the Vendors by Name table is to provide the user with the ability to inquire the vendor table by the vendor name (Line 1 of the vendor name). After obtaining the desired vendor the user can then obtain detail vendor information leafing to the vendor header. Access at that level is based on the user security access level.

VNDR   **Vendor Header and Address Table**: The purpose of the Vendor Header and Address Table is to provide the user with the ability to inquire address of vendors. This table provides the user with basic information about the vendor. Access is granted only to those records for which the user has security access.

VNTE   **Vendor Notes Table**: The purpose of the Vendor Notes Table is to provide the user with the ability to record notes about a given vendor. The text format is free form and can be used in any manner that the user desires. Use of this screen would generally be to record information about the vendor in general. Such information would not generally be found in other text areas. VNTE should be considered an electronic note pad. Access is granted to those records for which the user has security access.

VRES   **Vendor Complaint Resolution Table**: The purpose of the Vendor Complaint Resolution Table is to provide the user with the ability to add and maintain complaint resolution data. Access is granted only to those records that the user has security access.

VROL   **Vendor Enrollment Table**: The purpose of the Vendor Enrollment Table is to provide the user with the ability to inquire and maintain vendor enrollment fee information. Access is granted only to those users who have the proper security profile.

VSTA   **Vendor By Status Code**: The purpose of the Vendor by Status Code table is to provide the user the ability to inquire the vendor database by vendor status code. Should further detail information be desired the user can leaf to the VEND table. Access is granted only to those records that the user has security access.

XWLK   **Accounting Detail Cross-Walk Table**: The purpose of the Accounting Detail Cross-Walk table is to provide the user with the ability to ADD, DELETE, and INQUIRE cross-walk records. Access is granted only to those with authorized security and maintenance authority for this table.

K082E BOND PERCENT AND AMOUNT > 0

        CAUSE: Performance Bond Required is 'Y', both bond Percent and Amount is greater than '0'.

        SOLUTION: Enter either Bond Percent or Amount that is greater than '0' but not both.

K083E INVALID T-NUMBER

        CAUSE: T-Number is not equal to a valid entry in BTAB Table 'TA' (T-Number Table).

        SOLUTION: Enter T-Number that is equal to a valid entry in BTAB Table 'TA' (T-Number Table).

K084E 1ST TITLE CAN NOT BE BLANK

        CAUSE: The first line of the title is required.

        SOLUTION: Enter a title in line 1.

K085E FY / START DATE DISAGREE

        CAUSE: The Start Date is invalid for the entered Fiscal Year.

        SOLUTION: Correct whichever of the Start Date or Fiscal Year that is incorrect.

K090E CAN'T PRINT O/N, SOL AT 360

        CAUSE: Entered status code 360 on SDOC for a previously awarded solicitation that created a contract and the contract is set to overnight print with status code 545.

        SOLUTION: Wait until the contract has been printed in the nightly cycle, then print the solicitation.

        SOLUTION: Print solicitation on-line with status code 355.

        SOLUTION: Lower contract status, then set solicitation to print overnight.

K100E REPROCUREMENT DATE INVALID

        CAUSE: Reprocurement Date must be a valid date entry.

        SOLUTION: Enter a valid Reprocurement Date as MMDDYY or MM/DD/YY.

K101E ENTER DATA TO BE CHANGED

        CAUSE: User pressed enter too soon.

        SOLUTION: With 'Change' in the Function Line, enter the T-Number, Solicitation Number and any fields that need to be changed before pressing 'Enter'.

K102E T-NUMBER NOT ENTERED

    CAUSE: The T-Number is required on this screen and was not entered.
    SOLUTION: Enter a valid T-Number in the T-Number field equal to a valid entry in BTAB Table 'TA' (T-Number).

K105E T-NUMBER NOT ENTERED

    CAUSE: The T-Number is required on this screen and was not entered.
    SOLUTION: Enter a valid T-Number in the T-Number field equal to a valid entry in BTAB Table 'TA' (T-Number).

K106E SOLICIT NUMBER NOT ENTERED

    CAUSE: The Solicitation Number is required on this screen and was not entered.
    SOLUTION: Enter a valid Solicitation Number in the Solicit Number field.

K107E INVALID REVISED END ORDER DATE

    CAUSE: Revised End Order Date must be a valid date entry.
    SOLUTION: Enter a valid Revised End Order Date as MMDDYY or MM/DD/YY.

K108E INVALID REVISED END CONTR DATE

    CAUSE: Revised End Contract Date must be a valid date entry.
    SOLUTION: Enter a valid Revised End Contract Date as MMDDYY or MM/DD/YY.

K109E INVALID BUYER NUMBER

    CAUSE: Buyer Number is not equal to a valid entry in the ABUY Table for the entered Purchasing Agency.
    SOLUTION: Enter Buyer Number that is equal to a valid entry in the ABUY Table for the entered Purchasing Agency.

K110E INVALID REVISED BEG ORDER DATE

    CAUSE: Revised Begin Order Date must be a valid date entry.
    SOLUTION: Enter a valid Revised Begin Order Date as MMDDYY or MM/DD/YY.

K111E INVALID REVISED BEG CONTR DATE

    CAUSE: Revised Begin Contract Date must be a valid date entry.
    SOLUTION: Enter a valid Revised Begin Contract Date as MMDDYY or MM/DD/YY.

S227E CAN'T PRINT-LAPAC POST PENDING

    CAUSE: Trying to print a re-bid solicitation and the LaPAC POST ? field on SDOC is a 'P'.

    SOLUTION: Wait until the LaPAC POST? field is changed to 'Y' after successful posting of the solicitation to LaPAC before trying to print the re-bid solicitation.

S228E SOL POST PENDING, CAN'T CHG FLAG

    CAUSE: Trying to change the LaPAC POST ? field on SDOC while the flag is 'P'.

    SOLUTION: Wait until the LaPAC POST? field is changed to 'Y' after successful posting of the solicitation to LaPAC, then change flag. Once a solicitation has been posted to LaPAC, you cannot change the LaPAC POST? flag to 'N'.

S301E CONFERENCE 1 CODE INVALID

    CAUSE: Entered Conference 1 Code is not equal to a valid entry in BTAB Table 'TC' (Type Conference).

    SOLUTION: Enter Conference 1 Code equal to a valid entry in BTAB Table 'TC'.

S302E CONFERENCE 1 DATE REQUIRED

    CAUSE: Conference 1 Code has been entered and Conference 1 Date is equal to '0'.

    SOLUTION: Enter Conference 1 Date.

S303E CONFERENCE 1 DATE INVALID

    CAUSE: Entered Conference 1 Date is invalid or not in a valid date format.

    SOLUTION: Enter valid Conference 1 Date as MMDDYY or MM/DD/YY.

S304E CONFERENCE 1 TIME REQUIRED

    CAUSE: Conference 1 Date has been entered and Conference 1 Time is equal to spaces.

    SOLUTION: Enter Conference 1 Time.

S305E CONFERENCE 1 LOC REQUIRED

    CAUSE: Conference 1 Code has been entered and Conference 1 Location Line 1 equal to spaces.

    SOLUTION: Enter Conference 1 Location Line 1.

S306E CONFERENCE 2 CODE INVALID

>   CAUSE: Entered Conference 2 Code is not equal to a valid entry in BTAB Table
>   'TC' (Type Conference).
>   SOLUTION: Enter Conference 2 Code equal to a valid entry in BTAB Table 'TC'.

S307E CONFERENCE 2 DATE REQUIRED

>   CAUSE: Conference 2 Code has been entered and Conference 2 Date is equal to
>   '0'.
>   SOLUTION: Enter Conference 2 Date.

S308E CONFERENCE 2 DATE INVALID

>   CAUSE: Entered Conference 2 Date is invalid or not in a valid date format.
>   SOLUTION: Enter valid Conference 2 Date as MMDDYY or MM/DD/YY.

S309E CONFERENCE 2 TIME REQUIRED

>   CAUSE: Conference 2 Date has been entered and Conference 2 Time is equal to
>   spaces.
>   SOLUTION: Enter Conference 2 Time.

S310E CONFERENCE 2 LOC REQUIRED

>   CAUSE: Conference 2 Code has been entered and Conference 2 Location Line 1
>   equal to spaces.
>   SOLUTION: Enter Conference 2 Location Line 1.

S311E CONFERENCE 3 CODE INVALID

>   CAUSE: Entered Conference 3 Code is not equal to a valid entry in BTAB Table
>   'TC' (Type Conference).
>   SOLUTION: Enter Conference 3 Code equal to a valid entry in BTAB Table 'TC'.

S312E CONFERENCE 3 DATE REQUIRED

>   CAUSE: Conference 3 Code has been entered and Conference 3 Date is equal to
>   '0'.
>   SOLUTION: Enter Conference 3 Date.

S313E CONFERENCE 3 DATE INVALID

>   CAUSE: Conference 3 Date is invalid or not in a valid date format.
>   SOLUTION: Enter valid Conference 3 Date as MMDDYY or MM/DD/YY.

S314E CONFERENCE 3 TIME REQUIRED

>   CAUSE: Conference 3 Date has been entered and Conference 3 Time is equal to spaces.
>   SOLUTION: Enter Conference 3 Time.

S316E CONFERENCE 3 LOC REQUIRED

>   CAUSE: Entered Conference 3 Code has been entered and Conference 3 Location Line 1 equal to spaces.
>   SOLUTION: Enter Conference 3 Location Line 1.

S317E CAN'T ADD-SOL STAT NOT LT 307

>   CAUSE: Function is ADD and the Solicitation Status is greater than '307'.
>   SOLUTION: Update SDOC Status less than '307' or create new SDOC and attach RQSN.

S318E CAN'T PRINT O/N, KONT AT 545

>   CAUSE: Entered status code 545 on KONT for an overnight print of a contract when the solicitation that created that contract is set to print overnight at status code 360.
>   SOLUTION: Wait until the solicitation has been printed in the nightly cycle, then print the contract.
>   SOLUTION: Print contract on-line with status code 540.
>   SOLUTION: Lower solicitation status, then set contract to print overnight.

S320E CERTIF 1 TYPE INVALID

>   CAUSE: Entered Certificate 1 Type is not equal to a valid entry in BTAB Table 'TR' (Type Certificate).
>   SOLUTION: Enter Certificate 1 Type equal to a valid entry in BTAB Table 'TR'.

S321E CERTIF 1 AMOUNT INVALID

>   CAUSE: Entered Certificate 1 Amount is not numeric.
>   SOLUTION: Enter numeric Certificate 1 Amount.

S322E CERTIF 1 DUE DATE INVALID

>   CAUSE: Entered Certificate 1 Due Date is not a valid date or is not in a valid date format.
>   SOLUTION: Enter valid Certificate 1 Due Date as MMDDYY or MM/DD/YY.

S323E CERTIF 1 FROM DATE INVALID

>   CAUSE: Entered Certificate 1 From Date is not a valid date or is not in a valid date format.
>   SOLUTION: Enter valid Certificate 1 From Date as MMDDYY or MM/DD/YY.

S324E CERT 1 TO DATE W/O FROM

    CAUSE: Certificate 1 To Date is greater than '0' and From Date is '0'.
    SOLUTION: Enter From Date.

S325E CERTIF 1 TO DATE INVALID

    CAUSE: Entered Certificate 1 To Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate 1 To Date as MMDDYY or MM/DD/YY.

S326E CERTIF 1 TO DATE < FROM DATE

    CAUSE: Entered Certificate 1 To Date is less than From Date.
    SOLUTION: Enter To Date greater than From Date.

S327E CERT 1 MUST NOT BE SPACES

    CAUSE: Certification data greater than spaces and Certification 1 is spaces.
    SOLUTION: Enter Certification 1.

S330E CERTIF 2 TYPE INVALID

    CAUSE: Entered Certificate 2 Type is not equal to a valid entry in BTAB Table 'TR' (Type Certificate).
    SOLUTION: Enter Certificate 2 Type equal to a valid entry in BTAB Table 'TR'.

S331E CERTIF 2 AMOUNT INVALID

    CAUSE: Entered Certificate 2 Amount is not numeric.
    SOLUTION: Enter numeric Certificate 2 Amount.

S332E CERTIF 2 DUE DATE INVALID

    CAUSE: Entered Certificate 2 Due Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate Due Date as MMDDYY or MM/DD/YY.

S333E CERTIF 2 FROM DATE INVALID

    CAUSE: Entered Certificate 2 From Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate 2 From Date as MMDDYY or MM/DD/YY.

S334E CERT 2 TO DATE W/O FROM

    CAUSE: Entered Certificate 2 To Date is greater than '0' and From Date has not been entered.
    SOLUTION: Enter From Date.

S335E CERTIF 2 TO DATE INVALID

    CAUSE: Entered Certificate 2 To Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certif 2 To Date as MMDDYY or MM/DD/YY.

S336E CERTIF 2 TO DATE < FROM DATE

    CAUSE: Entered Certificate 2 To Date is less than Certificate 2 From Date.
    SOLUTION: Enter Certificate 2 To Date greater than Certificate 2 From Date.

S337E CERT 2 MUST NOT BE SPACES

    CAUSE: Certification data greater than spaces and certification 2 is spaces.
    SOLUTION: Enter Certification 2.

S340E CERTIF 3 TYPE INVALID

    CAUSE: Entered Certificate 3 Type is not equal to a valid entry in BTAB Table 'TR' (Type Certificate).
    SOLUTION: Enter Certificate 3 Type equal to a valid entry in BTAB Table 'TR'.

S341E CERTIF 3 AMOUNT INVALID

    CAUSE: Entered Certificate 3 Amount is not numeric.
    SOLUTION: Enter numeric Certificate 3 Amount.

S342E CERTIF 3 DUE DATE INVALID

    CAUSE: Entered Certificate 3 Due Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate 3 Due Date as MMDDYY or MM/DD/YY.

S343E CERTIF 3 FROM DATE INVALID

    CAUSE: Entered Certificate 3 From Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate 3 From Date as MMDDYY or MM/DD/YY.

S344E CERT 3 TO DATE W/O FROM

    CAUSE: Entered Certificate 3 To Date is greater than '0' and From Date has not been entered.
    SOLUTION: Enter Certificate 3 From Date.

S345E CERTIF 3 TO DATE INVALID

    CAUSE: Entered Certificate 3 To Date is not a valid date or is not in a valid date
                  format.
    SOLUTION: Enter valid Certificate 3 To Date as MMDDYY or MM/DD/YY.

S346E CERTIF 3 TO DATE < FROM DATE

    CAUSE: Entered Certificate 3 To Date is less than Certificate 3 From Date.
    SOLUTION: Enter To Date greater than Certificate 3 From Date.

S347E CERT 3 MUST NOT BE SPACES

    CAUSE: Certification data greater than spaces and Certification 3 is spaces.
    SOLUTION: Enter Certification 3.

S350E CERTIF 4 TYPE INVALID

    CAUSE: Entered Certificate 4 Type is not equal to a valid entry in BTAB Table
                  'TR' (Type Certificate).
    SOLUTION: Enter Certificate 4 Type equal to a valid entry in BTAB Table 'TR'.

S351E CERTIF 4 AMOUNT INVALID

    CAUSE: Entered Certificate 4 Amount is not numeric.
    SOLUTION: Enter numeric Certificate 4 Amount.

S352E CERTIF 4 DUE DATE INVALID

    CAUSE: Entered Certificate 4 Due Date is not a valid date or is not in a valid
                  date format.
    SOLUTION: Enter valid Certificate 4 Due Date as MMDDYY or MM/DD/YY.

S353E CERTIF 4 FROM DATE INVALID

    CAUSE: Entered Certificate 4 From Date is not a valid date or is not in a valid
                  date format.
    SOLUTION: Enter valid Certificate 4 From Date as MMDDYY or MM/DD/YY.

S354E CERT 4 TO DATE W/O FROM

    CAUSE: Entered Certificate 4 To Date is greater than '0' and From Date has not
                  been entered.
    SOLUTION: Enter From Date.

S355E CERTIF 4 TO DATE INVALID

    CAUSE: Entered Certificate 4 To Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate 4 To Date as MMDDYY or MM/DD/YY.

S356E CERTIF 4 TO DATE < FROM DATE

    CAUSE: Entered Certificate 4 To Date is less than Certificate 4 From Date.
    SOLUTION: Enter Certificate 4 To Date greater than Certificate 4 From Date.

S357E CERT 4 MUST NOT BE SPACES

    CAUSE: Certification data greater than spaces and Certification 4 is spaces.
    SOLUTION: Enter Certification 4.

S360E CERTIF 5 TYPE INVALID

    CAUSE: Entered Certificate 5 Type is not equal to a valid entry in BTAB Table 'TR' (Type Certificate).
    SOLUTION: Enter Certificate 5 Type equal to a valid entry in BTAB Table 'TR'.

S361E CERTIF 5 AMOUNT INVALID

    CAUSE: Entered Certificate 5 Amount is not numeric.
    SOLUTION: Enter numeric Certificate 5 Amount.

S362E CERTIF 5 DUE DATE INVALID

    CAUSE: Entered Certificate 5 Due Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate 5 Due Date as MMDDYY or MM/DD/YY.

S363E CERTIF 5 FROM DATE INVALID

    CAUSE: Entered Certificate 5 From Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate 5 From Date as MMDDYY or MM/DD/YY.

S365E CERTIF 5 TO DATE INVALID

    CAUSE: Entered Certificate 5 To Date is not a valid date or is not in a valid date format.
    SOLUTION: Enter valid Certificate 5 To Date as MMDDYY or MM/DD/YY.

S366E CERTIF 5 TO DATE < FROM DATE

    CAUSE: Entered Certificate 5 To Date is less than Certificate 5 From Date.
    SOLUTION: Enter To Date greater than Certificate 5 From Date.

S367E CERT 5 MUST NOT BE SPACES

    CAUSE: Certification data greater than spaces and Certification 5 is spaces.
    SOLUTION: Enter Certification 5.

S372E CANNOT CHG DUE TO SOLIC STATUS

    CAUSE: SDOC status is '350', '360' or '396-399'.
    SOLUTION: NONE - Cannot update Solicitation unless Status is greater than '361 and less than '385'.

S373E SOLIC ALREADY AWARDED

    CAUSE: Function is CHANGE and the solicitation vendor Award Indicator is 'Y'.
    SOLUTION: NONE - Cannot updated an awarded record.

S374E VENDOR NOT ACTIVE

    CAUSE: Function is CHANGE and the Vendor record is inactive in the VEND Table.
    SOLUTION: If Vendor is valid and bid submitted, contact OSRAP to activate the Vendor record.

S380E BID BOND CODE REQUIRED

    CAUSE: SDOC Bid Bond Required is 'Y' and Entered Bid Bond Code is '1'.
    SOLUTION: Enter Bid Bond Code equal to a valid entry in BTAB Table 'BC' (Bond Code) and other than '1'.

S381E BID BOND IS NOT REQUIRED

    CAUSE: SDOC Bid Bond Required is 'N' and Bid Bond Code is '2' or '3'.
    SOLUTION: Space out the Bid Bond Code.